Peamount Healthcare
Athshlánú Rehabilitation
Cúram Cónaithe Residential
Comhphobail Community

Job Specification and Terms & Conditions

Job Title & Grade	**Care Assistant – Intellectual Disability Service (Permanent Part Time / Full Time)**
Campaign Reference	**RQCAIDS**
Closing Date	Thursday 26th November 2026
Proposed Interview Date	Week of 7th December – at least one week's notice will be provided. Selected candidates must make themselves available for in person interviews.
Taking Up Appointment	As soon as possible
Informal enquires	For queries specifically related to the position outlined, please contact Louise Butler, Assistant Director of Nursing (ADON), at lbutler@peamount.ie For further information regarding the terms and conditions of employment and the recruitment process, please contact recruitment@peamount.ie.
Location of Post	Peamount Healthcare, Newcastle, Co. Dublin
Details of Service	**Who We Are** Peamount Healthcare is an independent voluntary organisation that operates in partnership with the HSE Health Region, Dublin and Midlands to provide a range of health and social care services. Peamount Healthcare is a registered charity and is directly funded by the HSE under Section 38 of the Health Act 2004. The hospital provides consultant led, multidisciplinary, specialist rehabilitation services to patients at the right time and in the right place, which improve patient outcomes. Peamount Healthcare provides specialist rehabilitation in Neurology, Age-Related, Respiratory and Rheumatology. The services provided also include continuing care services for the older person, adults with neurological disabilities and individuals with intellectual disabilities. **Diversity, Equity and Inclusion Statement** In Peamount Healthcare, we are committed to diversity, equity and inclusion. We welcome applications from all sections of society and different backgrounds as we are committed to creating an inclusive and supportive environment where every colleague is valued and empowered to thrive. Our dedication to these values ensures that we foster a culture of mutual respect, open collaboration, continuous learning, and innovative thinking. Peamount Healthcare is committed to being an equal opportunities employer. Peamount Healthcare is committed to the following values: **Person centred** – seeing each person as unique, giving them a voice and focusing on ability. **Respect** – creating a supportive environment where everyone is given courteous and respectful care and support.

	Excellence – enabling interdisciplinary teams to deliver high quality integrated care, meaningful outcomes with a focus on continuous improvement. **Team working** – fostering an inclusive, healthy working environment where people are valued and recognised for their individual and shared achievements. **Quality improvement** – supporting teams to embed continuous improvement methodology as part of everything we do. **Education & Research** – partnering with academia to support education, learning, research and evidence-based care.
Reporting Relationship	Clinical Nurse Manager / Person in Charge (PIC)
Purpose of Post	The purpose of this position is to assist and support members of the staff team in providing residential care, respite, educational, development, meaningful activities and training services for residents with an intellectual disability within Peamount, or a Community Support service in accordance with Peamount Healthcare policies, procedures and guidelines and the Peamount's Safety Statement. The successful candidate will be required to work within the guidelines of both HIQA and New Directions, as indicated by the service. Responsible for the wellbeing of service users in the care ▪ Support staff in facilitating the development of interpersonal relationships in each service, both within Peamount Healthcare and the wider community. ▪ Enable the service users to value them self and enhance their feelings of self-worth and individuality. ▪ Care for the day-to-day needs of the service users in the service. ▪ Personal Care - helping those that require assistance in such tasks as dressing, washing, cooking, shopping, cleaning, looking after service user's clothes. As far as possible the service user will be encouraged to partake in these activities. ▪ Partake in full meal preparation in the home, where necessary. ▪ Support service users on holidays away from the centre. ▪ Engage in training and skill progression in line with changing needs of service users. ▪ Attend Safe Administration of Medication (SAM) training to support service users with medication administration. ▪ Facilitating service users to use their leisure time tailored to their needs, with an emphasis on community integration. ▪ Support the resident in planning and engaging with meaningful activities, in accordance with their wishes and ability. This can include activities within the home (e.g.: craft work, baking, music, music), maintaining/facilitating family contact, community engagement (e.g.: mass, library visits, meals out) and campus-based activities (e.g.: partaking in horticulture events, gardening, walking). ▪ Empowering residents to partake in planning by facilitating house meetings. ▪ Supporting residents with their religions and spiritual needs. ▪ Contribute to goals and completion of the personal support plan. ▪ Work positively and constructively with service users who present with behaviours that challenge. ▪ Use of person first language in verbal and written communication.

	▪ Work with and liaise with all grades of staff in your assigned centre and other centres. Support staff and ensure that families and visitors to the service are attended to with consideration. ▪ Undertake driving duties in Peamount vehicles and / or own transport. ▪ Work a shift rota, spread over 7 days, as determined by management ▪ Maintain records and reports required by the Unit Manager for the efficient running of the service. Ensure that the health and welfare of staff and service users is maintained in accordance with Peamount Healthcare procedures and that all safety precautions are implemented.
Eligibility Criteria Qualifications & Experience	**The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him / her from time to time and to contribute to the development of the post while in office.**

Eligibility Criteria

Criteria	Essential	Desirable
Qualification	Candidates must have at the closing date for receipt of applications: • equivalent relevant Full Healthcare qualification at not less than QQI Level 5 on the National Framework of Qualifications (NFQ) with six modules completed. Peamount Healthcare have identified the listing below as what is considered relevant health skills QQI (formerly FETAC) Level 5 qualifications for the roles that will be filled from this campaign. QQI Level 5 Healthcare Support QQI Level 5 Nursing Studies QQI Level 5 Community Care QQI Level 5 Health Service Skills • **Either** one of the completed modules must be the work experience module **OR** the candidate must have at least 12 months experience working in a care setting.	• Lived experience being present for a HIQA inspection. • Experience with being a Key Worker. • Additional education undertaken, formal or informal
Experience		• More than 3 years direct Intellectual Disability experience.

		• And full clean manual driving licence. • Minimum 3 years working in the care environment with at least one in the area of Social Care and Intellectual Disability • One year's continuous experience of working with adults with an intellectual disability.

Skills, Competencies and Knowledge	• Strong communication skills, verbal and non verbal • A person-centred ethos • Understanding of quality and regulatory requirements • Strong knowledge of safeguarding vulnerable adults • Ability to work well within the team
Other requirements specific to the post	• Strong understanding of the Assisted Decision Making (Capacity) Act, with the knowledge to exercise this in care • Knowledge of Irish Healthcare • Passion to work in a social care setting
Principal Duties & Responsibilities	The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him / her from time to time and to contribute to the development of the post while in office.
Health and Safety	*The Care Assistant (Intellectual Disability Service) will:* ▪ Have a working knowledge of HIQA Standards as they apply to the role for example Standards for Healthcare, National Standards for the prevention and Control of Healthcare Associated Infections, Hygiene Standards etc and comply with associated HSE protocols for implementing and maintaining these standards. ▪ In accordance with Health and Safety at work policy, it is each staff members responsibility to observe all rules relating to Health and Safety and Conduct at Work and to use any equipment provided in a safe and responsible manner. ▪ Understand and adhere to all relevant HSE policies, guidelines and procedures, comply with health and safety, infection control and risk management procedures, comply with statutory obligations ▪ Report any incident or potential incident which may compromise the health and safety of patient/ clients / residents, staff or visitors and take appropriate action. ▪ Report any accidents, near misses to the person in charge and ensure completion of incident / near miss forms.

	▪ Not undertake any duty related to patient/ client / resident care for which he/she is not trained. ▪ Attend training courses as required e.g. CPR, Hygiene, HACCP, Fire Prevention, Studio III, SAM, etc. ▪ Conduct his / herself in a manner that ensures safe patient/ client care.
Administrative Duties	The Care Assistant (Intellectual Disability Service) will: ▪ Attend staff meetings and contribute constructively to the smooth running of the unit ▪ Contribute to the maintenance of updating of patient/ client / resident documentation Care Assistants should conduct themselves in a manner that conveys respect of the individual and ensures safe client care. The personal characteristics that indicate these principles should include. • Confidentiality • Courtesy • Accountability • Communication • Dignity and Privacy • Health and Safety • A positive attitude.
Principal Duties & Responsibilities	The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him / her from time to time and to contribute to the development of the post while in office.
Campaign Specific Selection Post	A ranking and or short-listing exercise may be carried out on the basis of information supplied in your CV. The criteria for ranking and or short listing are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore, it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview depending on the service needs of the organisation.
Annual registration	
The reform programme outlined for the Health Service may impact on this role and as structures change the job description may be reviewed. **The job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive or restrictive and is subject to periodic review with the employee concerned.**	

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Terms & Conditions of Employment

Peamount Healthcare, Newcastle, Co. Dublin.

Tenure	The current vacancies available are permanent part time or full time. No relief positions available for this campaign. The post is pensionable. Appointment as an employee of Peamount Healthcare is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004.
Remuneration	Remuneration is in accordance with the salary scale approved by the Department of Health: Care Assistant – Grade code (6482) Current salary scale with effect from 1st June 2026: €34,881 (Point 1) to €48,434 (LSI).
Working Week	The hours allocated to this post are 39 hours per week (full-time). Part Time hours vary. The allocation of these hours will be at the discretion of the Department Head and in accordance with the needs of the service. HSE Circular 003-2009 "Matching Working Patterns to Service Needs (Extended Working Day/Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016" applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th, 2008, will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016
Annual Leave	As per Health Service Executive (HSE)
Probation	All employees will be subject to a probationary period as per the probation policy. This policy applies to all employees irrespective of the type of contract under which they have been employed. A period of 6 months' probation will be served: • On commencement of employment. • Fixed term to permanent contract. • Permanent employees commencing in promotional posts will also undertake a probationary period relating to their new post.
Pension	Employees of Peamount Healthcare are required to be members of the Hospitals Superannuation Scheme. Deductions at the appropriate rate will be made from your salary payment. If you are being rehired after drawing down a public service pension your attention is drawn to Section 52 of the Public Services Pension (Single and Other Provisions) Act 2012. The 2012 Act extends the principle of abatement to retired public servants in receipt of a public service pension who secure another public service appointment in any public service body.

Maternity	Maternity leave is granted in accordance with the terms of the Maternity Protection Acts 1994 and 2001.
Sick Leave	Peamount Healthcare operates a Sickness Absence Management policy in line with the new Public Service Sick Leave Scheme as introduced in 31st March 2014.
Pre-Employment Health Assessment	Prior to commencing in this role, a person will be required to complete a form declaring their health status which is reviewed by the hospital's Occupational Health Service and if required undergo a medical assessment with this department. Any person employed by Peamount Healthcare must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.
Validation of Qualifications & Experience	Any credit given to a candidate at interview, in respect of claims to qualifications, training and experience is provisional and is subject to verification. The recommendation of the interview board is liable to revision if the claimed qualification, training or experience is not proven.
References	Peamount Healthcare will seek up to two written references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The hospital also reserves the right to determine the merit, appropriateness and relevance of such references and referees.
Garda Vetting	Peamount Healthcare will carry out Garda vetting on all employees in relevant roles. An employee will not take up employment with the hospital until the Garda Vetting process has been completed and the hospital is satisfied that such an appointment does not pose a risk to clients, service users and employees. Please note that, in the event of a provisional job offer for a relevant role that requires Garda Vetting, successful candidates will be required to attend in person to verify their identity. This step is mandatory in accordance with the legislative requirements of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012.
Character	Candidates for and any person holding the office must be of good character.
Health & Safety	These duties must be performed in accordance with the hospital health and safety policy. In carrying out these duties the employee must ensure that effective safety procedures are in place to comply with the Health, Safety and Welfare at Work Act. Staff must carry out their duties in a safe and responsible manner in line with the Hospital Policy as set out in the appropriate department's safety statement, which must be read and understood. Comply with and contribute to the development of policies, procedures, guidelines, and safe professional practice and adhere to relevant legislation, regulations and standards. Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to Peamount. Protection and Care and comply with associated Peamount protocols for implementing and maintaining these standards as appropriate to the role. To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

Quality, Risk & Safety Responsibilities	*It is the responsibility of all staff to:* • Participate and cooperate with legislative and regulatory requirements with regard to Quality, Risk and Safety. • Participate and cooperate with external agencies on safety initiatives as required. • Participate and cooperate with internal and external evaluations of hospital structures, services and processes as required, including but not limited to: ➢ National Standards for Safer Better Healthcare. ➢ National Standards for the Prevention and Control of Healthcare Associated Infections. ➢ HSE Standards and Recommended Practices for Healthcare Records Management ➢ Safety audits and other audits specified by the HSE or other regulatory authorities. • To initiate, support and implement quality improvement initiatives in their area which are in keeping with the hospital's continuous quality improvement programme. *It is the responsibility of all managers to ensure compliance with regulatory requirements for Quality, Safety and Risk within their area/department.*
Education and Training	Participate in mandatory training programmes. Pursue continuous professional development in order to develop professional knowledge and keep updated with current and legislation.
Specific Responsibility for Best Practice in Hygiene	Hygiene in healthcare is defined as *"the practice that serves to keep people and the environment clean and prevent infection. It involves preserving one's health, preventing the spread of disease and recognizing, evaluating and controlling health hazards."* • It is the responsibility of all staff to ensure compliance with hospital hygiene standards, guidelines and practices. • Department heads/ managers have overall responsibility for best practice in hygiene in their area. • It is mandatory to complete hand hygiene training every 2-years and sharps awareness workshops yearly.