



**Social Worker, Senior Medical
Job Specification & Terms and Conditions**

Job Title, Grade Code	Social Worker, Senior Medical / Oibrí Sóisialta Sinsearach Míochaine (Grade Code: 3019)
Remuneration	The Salary scale for the post is at 01.02.2026: €71,690 €73,733 €75,780 €77,824 €79,868 €81,910 €82,693 New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies.
Campaign Reference	26UHWA2002
Closing Date	06.03.2026 at 2pm We recommend that candidates submit their application a minimum of 1 hour before the closing date and time to ensure their application form has been uploaded successfully to Rezoomo. Applications will not be accepted after this date and time; no exceptions will be made.
Proposed Interview Date (s)	To be confirmed
Taking up Appointment	A start date will be indicated at job offer stage.
Location of Post	University Hospital Waterford (UHW) incorporating Kilcreene Regional Orthopaedic Hospital A panel may be formed as a result of this campaign for Social Worker, Senior Medical from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled for University Hospital Waterford
Informal Enquiries	Grace Balzli, Principal Social Worker, University Hospital Waterford Tel: 087 451 8590 Grace.Balzli1@hse.ie
Details of Service	University Hospital Waterford provides general Medical, Surgical and Maternity care to people living in South Kilkenny, Waterford city and County. Speciality services are provided for the south east population in many areas. UHW is the designated cancer centre for the southeast providing rapid access assessment for Breast, Prostate, Lung and Skin cancers. Haematology, Medical Oncology and Palliative care is provided through inpatient and day care facilities. The Social Work Department in University Hospital Waterford offers a number of services to patients and their families. The service focuses on the social and emotional aspects linked to a patient's admission to hospital and involves working with those who may experience distress, crisis, and trauma, breach of safety, bereavement and adjustment to loss The Department takes referrals from Medical, Surgical and Emergency services including Adult and Paediatric service users. The Medical social workers operate within a multidisciplinary team structure collaborating to provide specific and complementary services to service users.

	The Senior General medical social worker manages a dedicated often complex caseload and provides oversight and support to junior staff.
Reporting Relationship	The Senior Medical Social Worker is professionally accountable to the Principal Social Worker or designated manager.
Key Working Relationships	The Senior Medical Social worker works with service users and their families, as part of the acute services Medical Social Work team, the multidisciplinary clinical team that includes Medical, Nursing and Health & Social Care Professions.
Purpose of the Post	<p>The purpose of the post is to will provide exceptional patient care in an environment where quality, respect, caring and compassion are at the centre of all we do in the hospital.</p> <p>The purpose of this post to support patients and their families with any emotional, social or practical difficulties that may arise during their hospital stay. The post holder will work directly with patients and their families to provide support and advocacy where required. The Senior Medical Social Worker will provide a confidential and supportive environment to talk through any concerns.</p>
Principal Duties and Responsibilities	<p><i>The Senior Medical Social Worker will:</i></p> <p><u>Professional/Clinical</u></p> <ul style="list-style-type: none"> • Be responsible for the management of the day-to-day provision of the social work service under the direction of the Principal Medical Social Worker. • Take direct responsibility for a defined caseload as required, in particular cases that require a high level of experience and expertise. • Provide an initial assessment service to all care groups and to develop referral procedures with other social work networked services. • Carry out psychosocial assessments where social issues are a factor in illness • Work with and advise the multi-disciplinary team in the relevant areas on assessment outcomes. • Formulate discharge care plans for patients together with the multidisciplinary team, to assess a patient's support system in order to ensure that, upon discharge, patients have an appropriate level of support for their needs in their families and community • Attend case conferences and meetings as required. • Ensure the implementation of models of best practice / evidence based practice. • Ensure the delivery of social work services in accordance with legislation, policies and procedures, guidelines and protocols. • Develop effective working relationships with and between individual, different agencies, community resources and other professionals. • Ensure the delivery of social work services in an integrated and multidisciplinary manner with a range of statutory and voluntary groups and organisations. • Contribute to the care, support and protection of people who are at risk to themselves or others. • Ensure the promotion of the social model of care and recognition of the social determinants of health and well-being. • Ensure anti-discriminatory practice and cultural competence, at individual and service levels. • Provide an appropriate level of supervision for staff consistent with good practice and the local/ national Supervision Policy

- Promote a culture that values diversity and respect in the workplace.
- Participate in working groups / committees as requested by the Chief Executive Officer of UHW.
- Facilitate groups and projects in accordance with service need.
- Organise, chair, attend and manage a range of meetings as required.
- Attend court, tribunals etc. as and when required.
- Seek the advice of relevant personnel when appropriate / as required.
- Take an active role in an appropriate level of planned professional supervision, in accordance with the local/ national Supervision Policy. Engage in reflective practice and ongoing continuous professional development.
- Keep the Principal Social Worker fully informed and up-to-date on all significant matters.
- Ensure compliance with social work departmental policies and procedures including the use of standardised social work documentation, the completing of training and other relevant templates as well as providing statistical data on the services being provided on a regular basis.

Education & Training

- Maintain standards of practice and levels of professional knowledge by monitoring and reviewing the standards within their area of responsibility, participating in and organising continuous professional development initiatives and professional development planning.
- Engage in career and professional development planning in collaboration with the Principal Social Worker (or designate) and in meeting CORU expectations.
- Keep up to date with advances in Social Work research, and on-going review and evaluation of literature relevant to the assigned area.
- Keep updated on current and impending legislation and the perceived impact on practice.
- Keep abreast of developments in national policies and strategies and international best practice.
- Keep up to date with organisational developments within the Irish Health and Social Services.
- Actively engage in staff development and training by making recommendations with regard to the on-going education, mentoring, training and in-service needs of social workers.
- Act as a resource by participating in and promoting the education and training of Social Work colleagues, other health professionals and service user groups including clinical audit and research.
- Manage, participate and play a role in the practice education of student social workers, supervise student social work placements.
- Foster an understanding of the role and contribution of social work by providing professional consultation and education to other members of the service.
- Take an active role in professional clinical supervision and engage in reflective practice in accordance with CORU requirements and the local / national Supervision Policy.

Health & Safety

- Comply with and contribute to the development of policies, procedures and safe professional practice and adhere to relevant legislation, regulations and standards and ensure that staff comply with same.
- Document appropriately and report any near misses, hazards and accidents and bring them to the attention of designated individual(s) in line with best practice.
- Work in a safe manner with due care and attention to the safety of self and others.
- Be aware of risk management issues, identify risks and take appropriate action.
- Comply with department procedures with regard to assessment, recommendation and/or manufacturing of all assistive devices.
- Promote a culture that values diversity and respect.
- Have a working knowledge of the Health Information and Quality Authority (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 as appropriate to the role.
- Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

Management

- Provide leadership and motivation in order to optimise service delivery by developing teams and promoting change management.
- Be responsible for the induction and probationary appraisal of staff and the completion of probationary appraisal reports as required. Make appropriate recommendations regarding whether employees' standard of work during probation is satisfactory and whether appointments should be confirmed.
- Ensure compliance with and implement HR policies and procedures and guidelines.
- Contribute to a range of reports including annual reports, performance indicators etc. as requested by the Principal Social Worker.
- Contribute to the development and implementation of policy, information sharing protocols, audit systems and referral and integrated care pathways.
- Contribute to service plan process by recognising and replicating successful interventions and by identifying unmet needs and service requirements into the future.
- Ensure a high standard of documentation, including service user files in accordance with local guidelines and the Freedom of Information (FOI) Act.
- In consultation with the Principal Social Worker (or designate) develop the role of the social worker and the service through, for example, planning, audit, production of standards, continuing education, quality improvement initiatives and research.
- Contribute to policy development, performance monitoring and budgetary control of service.
- Maintain accurate up to date records and files, and submit activity data as required.
- Write accurate, clear, concise and purposeful reports.
- Ensure the maintenance of service user and data confidentiality.
- Deputise for the Principal Social Worker as agreed and when required.

	<ul style="list-style-type: none"> Assist in ensuring that the social work service makes the most efficient and effective use of developments in IT. <p>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.</p>
<p>Eligibility Criteria</p> <p>Qualifications and/or experience</p>	<p>Professional Qualifications, Experience etc</p> <p>(a) <u>Eligible applicants will be those who on the closing date for the competition:</u></p> <p>(i) Be registered, or be eligible for registration, on the Social Workers Register maintained by the Social Workers Registration Board at CORU</p> <p style="text-align: center;">And</p> <p>(ii) Have 3 years full time (or an aggregate of 3 years full time) relevant post qualification experience.</p> <p style="text-align: center;">And</p> <p>(iii) Have the requisite knowledge and ability (including a high standard of suitability and professional ability) for the proper discharge of the duties of the office.</p> <p>(iv) Provide proof of Statutory Registration on the Social Workers Register maintained by the Social Workers Registration Board at CORU before a contract of employment can be issued.</p> <p>Annual registration</p> <p>(i) On appointment practitioners must maintain annual registration on the Social Workers Register maintained by the Social Workers Registration Board at CORU.</p> <p style="text-align: center;">And</p> <p>(ii) Practitioners must confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).</p> <p>Health</p> <p>A candidate for and any person holding the office 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.</p> <p>Character</p> <p>Each candidate for and any person holding the office must be of good character.</p> <p>Please note that appointment to and continuation in posts that require statutory registration is dependent upon the post holder maintaining annual registration in the Social Workers Registration Board at CORU</p>
<p>Post Specific Requirements</p>	<p>Demonstrate depth and breadth of experience as a Social Worker in an Acute Hospital or related setting</p>
<p>Other requirements specific to the post</p>	<p>All posts in University Hospital Waterford require a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required.</p>

	<p>Have access to appropriate transport to fulfil the requirements of the role as the post may involve travel</p>
<p>Additional eligibility requirements:</p>	<p>Citizenship requirements Eligible candidates must be:</p> <ul style="list-style-type: none"> (i) EEA, Swiss, or British citizens <p>OR</p> <ul style="list-style-type: none"> (ii) Non-European Economic Area citizens with permission to reside and work in the State <p>Read Appendix 2 of the Additional Campaign Information for further information on accepted Stamps for Non-EEA citizens resident in the State, including those with refugee status.</p> <p>To qualify candidates must be eligible by the closing date of the campaign.</p> <p>Read more about Department of Enterprise, Trade & Employment Work Permits</p>
<p>Skills, competencies and/or knowledge</p>	<p>Professional Knowledge & Experience</p> <ul style="list-style-type: none"> • Demonstrate sufficient professional knowledge to carry out the duties and responsibilities of the role safely and effectively within the legal, ethical and practice boundaries of the profession. • Demonstrate knowledge and understanding of the complexities of team working within a hospital setting. • Demonstrates knowledge of the various theoretical models, approaches and interventions that apply in current practice. • Demonstrates a commitment to promoting and applying evidence-based practice and research. • Demonstrate a clear understanding of risk assessment. • Demonstrate the ability to utilise supervision effectively and a commitment to continuous professional development. • Demonstrate knowledge and a strong awareness of social work values • Demonstrate a willingness to engage with ICT and develop ICT skills relevant to the role. • Demonstrate a working knowledge of assisted decision-making legislation and practice. <p>Planning and Managing Resources</p> <ul style="list-style-type: none"> • Demonstrates the ability to effectively plan activities and co-ordinate resources to ensure value for money and maximum benefit for the organisation. • Demonstrates the ability to manage self and others in a busy working environment including the ability to prioritise and effectively handle multiple tasks. • Takes responsibility for the achievement of delivery targets by regularly monitoring, recording and reporting performance statistics / information. • Demonstrates innovation in aiming to work within resource limitations to sustain and enhance the service while promoting a model of person-centred care <p>Managing & Developing (Self & Others)</p> <ul style="list-style-type: none"> • Demonstrates the ability to manage and develop self and others in a busy working environment including the ability to prioritise caseloads for self and others. • Actively promotes multi / interdisciplinary team working. • Demonstrates effective leadership, providing clear direction for staff in relation to the goals of their function and how they fit in with the broader organisational strategy. • Motivates and empowers staff by appropriately delegating responsibility and authority.

	<p>Commitment to providing a Quality Service</p> <ul style="list-style-type: none"> • Accepts accountability for standards of performance in area of responsibility. • Monitors and reviews the work of the team to ensure its quality and accuracy. • Demonstrates initiative and innovation in identifying areas for service improvement. • Motivates self and others in facilitating change and improving service delivery. • Promotes the service user as expert through experience by involving service users in care planning, decision-making and service development. <p>Evaluating Information and Judging Situations</p> <ul style="list-style-type: none"> • Formulates, articulates and demonstrates sound clinical reasoning / synthesises and analyses information available • Regularly quantifies and evaluates activities against service plans and takes timely action to correct potential difficulties. • Confidently explains the rationale behind decisions when faced with opposition or competing demands. • Establishes integrity by ensuring that the professional, ethical and safety factors are fully considered in decisions into which they have input. <p>Communications and Interpersonal Skills</p> <ul style="list-style-type: none"> • Displays effective communication skills (verbal & written). • Maintains a professional relationship in all communications, treating others with dignity and respect • Demonstrates the ability to work collaboratively with others to understand and establish expectations and desired outcomes. • Demonstrates sensitivity, diplomacy and tact when dealing with others, is patient and tolerant when dealing with conflict situations. • Demonstrates strong negotiation skills, remains firm but flexible when putting forward a point of view.
<p>Campaign Specific Selection Process</p> <p>Ranking/Shortlisting / Interview</p>	<p>A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting 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.</p> <p><u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u></p> <p>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 in 'bands' depending on the service needs of the organisation.</p>
<p>Diversity, Equality and Inclusion</p>	<p>The HSE is an equal opportunities employer.</p> <p>Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.</p>

	<p>The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.</p> <p>The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition.</p> <p>For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at https://www.hse.ie/eng/staff/resources/diversity/</p>
Code of Practice	<p>The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).</p> <p>The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.</p> <p>The CPSA Code of Practice can be accessed via https://www.cpsa.ie/.</p>
<p>The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.</p> <p>This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.</p>	



**Social Worker, Senior Medical
Terms and Conditions of Employment**

Tenure	<p>The current vacancy available is permanent and wholetime</p> <p>The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.</p> <p>Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.</p>
Remuneration	<p>The Salary scale for the post as of 01.02.2026 is:</p> <p style="text-align: center;">€71,690 €73,733 €75,780 €77,824 €79,868 €81,910 €82,693</p> <p>New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies.</p>
Working Week	<p>The standard weekly working hours of attendance for your grade are 35 hours per week. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent.</p> <p>You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars.</p>
Annual Leave	<p>The annual leave associated with the post will be confirmed at contracting stage.</p>
Superannuation	<p>This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004</p>
Age	<p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> <p>* <i>Public Servants not affected by this legislation:</i> Public servants joining the public service, or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.</p> <p>Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.</p>
Probation	<p>Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71.</p>

Protection of Children Guidance and Legislation	<p>The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.</p> <p>Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.</p> <p>Visit HSE Children First for further information, guidance and resources.</p>
Infection Control	<p>Have a working knowledge of Health Information and Quality Authority (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 as appropriate to the role.</p>
Health & Safety	<p>It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> • Developing a SSSS for the department/service¹, as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. • Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. • Consulting and communicating with staff and safety representatives on OSH matters. • Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. • Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures². • Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. • Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example. <p>Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.</p>

¹A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

² See link on health and safety web-pages to latest Incident Management Policy