

## **Job Description and Person Specification**

**Health Care Assistant**

**Permanent Vacancies**

**Reference: HR25E174**

**Closing Date for Applications: Wednesday, 20<sup>th</sup> August 2025**

**Interview Date: Week Commencing Monday 29<sup>th</sup> September 2025**

HR Business Services,  
St Vincent's University Hospital,  
Elm Park,  
Dublin 4.

Contact: +353 (1) 221 6062 or [recruitment@svuh.ie](mailto:recruitment@svuh.ie)

## **Section 1: Accountability and Working Relationships**

<b>Job title / Grade:</b>	Health Care Assistant
<b>Reports to:</b>	Clinical Nurse Managers
<b>Key Working Relationships:</b>	Registered Staff Nurse
<b>Working Hours:</b>	39-hour week

## **Section 2: Key Duties and Responsibilities**

Patients/ clients may require assistance in some or all activities of daily living. It is the duty of the nurse to assess, plan, implement and evaluate the care required by the patient. The primary role of the Health Care Assistant is to assist the nurse in the implementation of the care, as determined by the Registered Nurse.

Duties assigned to the Health Care Assistant will vary depending on the care setting and will include the following functions. This is not an exhaustive list.

- To carry out assigned and delegated tasks involving direct care and all activities of daily living under the supervision of a Registered Staff Nurse (e.g. to assist clients maintain standards of personal hygiene, laundry, dietary intake, physical and mental health).
- Assisting the Registered Staff Nurse in the provision of quality nursing service by promoting and adopting a philosophy of care within the service area.
- To contribute to ensuring that all hospital hygiene guidelines are complied with and that all relevant documentation is complete.
- Assisting the Registered Staff Nurse in duties associated with the delivery of care and management of the ward/ healthcare environment and other support duties as appropriate.
- To report any incident or potential incident that could compromise the health and safety of clients, staff or visitors.
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Health Care Assistants should conduct themselves in a manner that conveys respect of the individual and ensures safe patient care. The personal characteristics that indicate these principles should include:

- Confidentiality
- Courtesy
- Accountability
- Communication
- Dignity and privacy
- Health and safety

### **Educational qualifications:**

The recognised qualification for Health Care Assistant is the Level 5 QQI Health Care Support or the Level 5 QQI Health Service Skills Major Awards.

As part of the Level 5 QQI Health Care Support or the Level 5 QQI Health Service Skills Major Awards, candidates must have successfully passed all of the below modules:

1. Activities of Living Patient Care
2. Care Skills
3. Care Support
4. Infection Prevention and Control
5. Care of the Older Person
6. Communications
7. Safety and Health at Work or Workplace Statutory Policies and Procedures
8. Work Experience

In addition, Health Care Assistants working in Theatre must also complete the below modules:

9. Operating Department Care Skills
10. Health Related Cleaning Skills

Staff engaged in the role of Health Care Assistant that have not yet completed either of these programmes, will continue in their role and the agreed job description will apply to them. This cohort will be required to undertake one of these programmes as soon as it can be available to them.

### **Accountability:**

Health Care Assistants are accountable for their actions in the delivery of patient care and must not undertake any duty related to patient care for which he/ she is not trained, in accordance with the educational qualifications outlined above.

The Health Care Assistant must report to and work under the supervision and direction of a Registered Staff Nurse in relation to their duties/ tasks and must be integrated into the ward/ area team.

Nursing staff will delegate duties in accordance with their professional judgement and within the competence of the Health Care Assistant.

Nursing staff must not allocate any duty to the Health Care Assistant for which he/ she has not been trained.

**The above Job Description 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. This document must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis; these reviews will be in-line with national agreement on Health Care Assistant job descriptions.**

**The Hospital Structure is currently under review and therefore, reporting relationships may change.**

### Section 3: Person Specification

Factors	Essential	Desirable
<b>Qualifications</b>	<p>The relevant health skills QQI (formerly FETAC) level 5 qualification.</p> <p>With regard to Criterion (i), the listing below has been identified as what is considered relevant health skills QQI (formerly FETAC) Level 5* qualifications</p> <p>QQI Level 5 Healthcare Support</p> <p>QQI Level 5 Nursing Studies</p> <p>QQI Level 5 Community Care</p> <p>QQI Level 5 Health Service Skills</p> <p>QQI Level 5 Community Health Services</p> <p>*(A full QQI/FETAC 5 Major award requires a minimum of 120 credits/8 Modules - Please note a Component Certificate will not suffice.)</p> <p><b><u>OR</u></b></p> <p>An equivalent relevant health care qualification or a comparable healthcare qualification as outlined in the Quality and Qualifications Ireland (QQI) NARIC Ireland framework.</p> <p><b><u>OR</u></b></p> <p>Be currently employed as a Health Care Assistant or a comparable role</p>	<p>Leaving certificate or equivalent second level qualification.</p> <p>Completed QQI (FETAC) Level 5 QQI Health Care Support or the QQI Health Service Skills including all modules below:</p> <ol style="list-style-type: none"> <li>1. Activities of Living Patient Care</li> <li>2. Care Skills</li> <li>3. Care Support</li> <li>4. Infection Prevention and Control</li> <li>5. Care of the Older Person</li> <li>6. Communications</li> <li>7. Safety and Health at Work or Workplace Statutory Policies and Procedures</li> <li>8. Work Experience</li> </ol>
<b>Experience (length and type)</b>	Candidates must have the personal competence and capacity to properly discharge the duties of the role	Minimum of 2 years' experience in a health care setting.

<b>Core Competencies</b>	1.Communication 2.Team Working/Building Effective Working Relationships 3.Health and Safety 4. Personal Development, including Caring for and Valuing Self 5. Procedures, Legislation, Quality 6.Person-Centred Focus 7.Flexibility and Adaptability in Responding to Change 8.Technical Skills, including the Use and Care of Equipment	
<b>Health</b>	Candidates 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.	
<b>Character</b>	Candidates for and any person holding the office must be of good character.	

**Informal Enquiries or Role Specific Enquiries:** Ms Sandra Shea, Assistant Director of Nursing, **email:** [s.shea@svuh.ie](mailto:s.shea@svuh.ie)

#### **Particulars of Office:**

**The appointment is:** Whole Time, Permanent, Pensionable

A panel of appointable candidates may be formed to fill future vacancies.

**Annual Salary:** €35,788 - €44,984 (01/08/2025 Health Care Assistant)

These particulars are subject to change in line with overall public pay policy.

**Candidates should expect to be appointed on the minimum of the salary range and in accordance with the Department of Finance guidelines.**

**Probationary Period:** The appointee shall hold office for a probationary period of six months – The Hospital's Probation and Induction policy will apply.

**Pension Scheme:** The candidate will be entered into one of the Hospital Superannuation Schemes.

**Working Hours:** The person appointed will work a basic 39 hour week. You will be required to work the agreed roster / on call arrangements advised to you by your line manager. Your contracted hours of work are liable to change between the hours of 8am – 8pm over seven days to meet the requirements for the extended day services in accordance with the terms of the Framework Agreement. (Reference HSE HR Circular 003/2009). Flexibility on hours of attendance in response to service needs will be a requirement.

**Annual leave entitlement:** 23 days per annum pro rata each year. Annual leave accrued must be taken within the duration of the contract or calendar year and as agreed between the candidate and the Head of Department.

### **Additional Information**

#### **Policies / Legislation**

All Hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice. Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

#### **Hygiene**

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of St Vincent's University Hospital's quality system to ensure the safety and well-being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

#### **Confidentiality**

In the course of your employment you may have access to, or hear information concerning the medical or personal affairs of patients, students, staff and / or other health service business. Such records and information are strictly confidential and, unless acting on the instruction of an authorised officer, such information must not be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

#### **Please note the following:**

- The Hospital Board is not responsible for loss or theft of personal belongings.
- Fire orders must be observed and staff must attend fire lectures periodically.
- All accidents within the department must be reported immediately.
- In line with the Safety, Health and Welfare at Work Act (2005), smoking within the Hospital building is not permitted.
- All Staff are advised to avail of Hepatitis B Vaccination with Occupational Health.
- The use of personal mobile phones is prohibited in clinical care areas.

**Application Process:** St. Vincent's University Hospital is an equal opportunities employer and is committed to promoting an environment free from discrimination in accordance with the Employment Equality Acts 1998 and 2004. The Hospital values diversity and recognises the benefits of having a workforce that reflects the community we serve. We are committed to equality of access to positions within the Hospital. All recruitment activity and documentation will encourage applications from all potential candidates without discrimination.

Interested candidates should apply for vacancies of interest by visiting the Hospital Careers pages: <http://www.stvincents.ie/Home/Careers.html>

- Note the closing date(s) for the submission of electronic applications are specified on the list of vacancies. St. Vincent's University Hospital are not able to accept late applications.
- It is the applicant's responsibility to ensure that they apply well in advance of the closing date.
- Any applications which are still in progress but have not been submitted after the closing date will not be registered by our Web Recruitment System.
- Applications for St. Vincent's University Hospital job vacancies will only be accepted through our Web Recruitment System.
- St. Vincent's University Hospital may only take into account technical issues raised by an applicant if advised to our Human Resources Department prior to the advertised closing date.

**Non-European Economic Area Applicants:** While St. Vincent's University Hospital is an equal opportunities employer, in line with current Department of Jobs, Enterprise and Innovation Employment Permit requirements, applications from non European Economic Area (EEA) will only be considered in the event that an EEA citizen cannot be found to fill the vacancy. Please note that if you are a NON-EEA applicant and are unable to supply documents (listed on [www.djei.ie](http://www.djei.ie)), you are not entitled to participate in this recruitment competition. This is in accordance with the EU Community Preference Rule. Further information is available at [www.djei.ie](http://www.djei.ie).

**Former Public Service employees:** Eligibility to compete may be affected where applicants were formerly employed by the Irish Public Service and previously availed of an Irish Public Service Scheme including:

- Incentivised Scheme for Early Retirement (ISER)
- Department of Health and Children Circular (7/2010)
- Collective Agreement: Redundancy Payments to Public Servants

Applicants should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. This is a non-exhaustive list and any queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

**Persons in receipt of a pension from specified Superannuation Schemes:** Former Health Service and Public Sector Employees must adhere to the relevant prohibition of re-employment provisions where they have previously availed of a Public Service Voluntary Early Retirement or Ill Health Retirement Pension from any of the following Pension schemes:

- Local Government Superannuation Scheme (LGSS)
- Health Service Executive Employee Superannuation Scheme
- Voluntary Hospitals Superannuation Scheme (VHSS Officers/Non Officers)
- Nominated Health Agencies Superannuation Scheme (NHASS)
- Other Public Service Superannuation Scheme
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Among the Voluntary Early Retirement Schemes referred to above are the following:

- Incentivised Scheme of Early Retirement (ISER)
- Voluntary Early Retirement Scheme 2010 (VER)
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Prospective candidates must satisfy themselves as to their eligibility to be employed applying / competing for posts to be filled through this recruitment campaign.

**Abatement of Pension (Section 52 of Public Service Pensions Act 2012):** Where a person who is in receipt of a Public Service Pension (e.g. retired on voluntary age grounds) is subsequently appointed to another Public Service post, the Abatement of Pension Regulations apply. This means that in a situation where the total of a person's pension combined with their salary from their new post, exceeds the uprated (current) salary of the position from which they retired, his/her pension is reduced by any such excess amount. This provision applies irrespective of whether the relevant pension was accrued in the same Pension Scheme which applies to the new appointment, or in another Public Service Pension Scheme.

**Shortlisting:** Shortlisting will be carried out on the basis of information supplied on your curriculum vitae. The criteria for shortlisting are based on the requirements of the post as outlined in the Person Specification. Failure to include information regarding these requirements on your CV may result in you not being called forward to the next state of the recruitment process.

All overseas qualifications must be validated. No candidate can work in the Hospital without validated qualifications. If professional registration is also a requirement, candidates must provide documentation of same.

Canvassing will automatically disqualify.

Please note that you will be contacted mainly by mobile phone and email. It is important that your mobile phone number, postal address and email address are correct. It is your responsibility to ensure that you have access to your mobile voice mails and emails. We recommend that you use an email address that you have regular access to.

Competency based interviews follow the shortlisting stage of the recruitment process. Credit is awarded by the interview panel to candidates who demonstrate at interview that they possess the experience, competencies, and skills listed in the person specification. Candidates will normally be given at least one week's notice of interview. Interviews are held in person only, no subsequent or alternative dates to dates given will be offered to candidates. All interviews are held in the HR Department of St. Vincent's University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description. All posts are located in St. Vincent's University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description.

**Disability:** Please let us know if you need any special assistance at interview, e.g. if you have difficulty in moving up or down stairs or have hearing or speech difficulties.

Candidates are notified of the result of their interview at the earliest possible date after the interview. The recommendation of the interview panel does not constitute a job offer. The process continues after the interview and includes clearance checks such as references, Garda clearance, occupational health clearance, validation of qualifications and experience. A job offer is made pending satisfactory clearances. SVUH reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances cannot be obtained or are deemed unsatisfactory.

For some recruitment competitions a panel of successful candidates may be formed as a result of the interviews. Candidates who obtain a place on the panel may, (within the life of the panel), be considered for subsequent approved vacancies. Candidates are placed on a panel in order of merit. A panel is typically live for 6 months.



It is normal procedure that candidates be placed on the first point of the relevant salary scale in accordance with the Department of Finance guidelines.

**Declaration:** Please read your application carefully and check for any errors or omissions. False declaration or omission in support of your application will disqualify you from appointment.

### **Benefits of working at St Vincent's University Hospital**

St. Vincent's University Hospital is a recognised *Employer of Choice* in Ireland and was the first public hospital to be awarded *Joint Commission International Accreditation* in February 2010. The range of benefits of working in the hospital includes:

- Competitive salary and increments
- Defined benefit pension scheme
- Paid maternity leave scheme
- Access to excellent learning and development opportunities
- Support, including leave and/or financial, is available to employees for approved courses
- Onsite and online library facilities
- Subsidised staff restaurant
- Various flexible working hours options available in many areas
- Time off and leave options to promote work life balance and family friendly working arrangements
- Subsidised pharmacy - employees may purchase discounted medication from the Pharmacy on production of a prescription resulting in significant savings.
- Generous sick pay scheme and Occupational Health Services to support attendance including free flu vaccination for employees
- Access to subsidised gym facilities
- Access to health services credit union
- Group discount on health insurance
- Free membership of Groupschemes.com which provide hundreds of discounts to members of the scheme and direct access to a wide range of savings on day-to-day items across a wide range of products and services including travel, clothing, motor, health and wellbeing, music and entertainment.
- Tax saver commuter ticket scheme - employees can save up to 48% of travel costs as a result of tax savings
- Cycle to Work Scheme and changing facilities
- Access to Health Promotion services including smoking cessation programme
- Active Social Committee
- Excellent access to public transport including tram and bus routes.

**St Vincent's University Hospital buildings and grounds are smoke-free**

**This job description is intended as a basic guide to the scope and responsibilities of the position; it is subject to regular review and amendment as necessary.**

**Date: August 2025**