

Job Description and Person Specification

Senior Medical Social Worker – Cystic Fibrosis

Reference: HR25E195

Closing Date for Applications: Thursday, 4th September 2025

In-person Interview Date: Friday, 12th September 2025 (TBC)

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

Contact: 01 221 6062 or recruitment@svuh.ie

Philosophy, Mission and Values of the Hospital

Philosophy

The philosophy of St Vincent's Healthcare Group is based on that of the Religious Sisters of Charity. The principles are observed in the treatment and care of patients, in dealings with staff and are based on the core values.

Mission

The Values underlying the philosophy of St. Vincent's Healthcare Group in relation to our care of patients and staff are those of human dignity, compassion, justice, quality and advocacy, which are based on the mission and philosophy of the Religious Sisters of Charity, our shareholders. We strive to maintain excellence in clinical care, education and research. We will continue to develop the Healthcare Group in line with the above principles and with our responsibilities to the wider Irish healthcare system.

Core Values

Human Dignity, Compassion, Justice, Quality and Advocacy

Role Overview:

Overview: This is a specific post, prioritized by the HSE and St Vincent's University Hospital, dedicated to the care of adults with Cystic Fibrosis. The successful candidate will provide a professional social work service to the patients attending the National Referral Centre for Adult Cystic Fibrosis at St Vincent's University Hospital. The Senior Social Worker in Cystic Fibrosis will:

- Work as a key member of the Cystic Fibrosis Multidisciplinary team
- Provide guidance and support/counselling to patients/families around relevant psychosocial issues.
- Carry out psychosocial assessments with individuals and families.
- Demonstrate an ability to work within the Social Work code of ethics and principles of practice and engage ethically knowledgeably and respectfully with other disciplines.

Job title / Grade: Senior Medical Social Worker

Reports to: The Senior Medical Social Worker in Cystic Fibrosis will report to the Principal Social Worker or Deputy Principal Social Worker. The successful candidate will also report to and work with the Director of the National Referral Centre for Adult Cystic Fibrosis regarding Cystic Fibrosis patient care

Key Duties and Responsibilities

- To provide a professional social work service to patients with Cystic Fibrosis and, as appropriate, their families.
- To work as a key member of the Cystic Fibrosis Multidisciplinary team
- Attendance at the weekly Cystic Fibrosis Multidisciplinary Team Meetings
- Assessment of Cystic Fibrosis patients transitioning from paediatric CF Centres and assessment of adults with newly diagnosed Cystic Fibrosis
- Assessment of patients during their Annual Review
- Assessment of patients at the weekly Cystic Fibrosis outpatient clinics
- Assessment of patients in the Cystic Fibrosis Day care unit, as needed
- End of life care and advance care directives for people with Cystic Fibrosis
- Support for families of patients who are dying.
- Assessment and follow-up of patients with Cystic Fibrosis being assessed for Transplantation, including liaising with the Transplant Centres.
- To participate in audit and research related to patient care at the National Referral Centre for Adult Cystic Fibrosis
- To keep up to date with knowledge pertaining to obligations and role as determined by the Mental Health Act and other guidelines pertaining to best practice.
- Work within current legislation, guidance and organisational policies and procedures.
- Maintain electronic records in accordance with professional standards and departmental policies.
- Participate in the development, implementation and evaluation of standards of care protocols and other resources in this area and complete appropriate research.
- To formulate discharge care plans for patients together with the multi-disciplinary team.
- To engage with relevant external agencies in order to facilitate care plans for patients.
- To maintain up to date patient files in accordance with national policy and departmental guidelines
- Any other duties as may be assigned from time to time and shall include deputising when required.
- To uphold the code of ethics of professional Social Work Practice.

Education and Training:

- To participate in audit and research programmes of the National Referral Centre for Adult Cystic Fibrosis as deemed appropriate.
- To contribute to education and training in the Social Work Department itself.
- To provide education on the profession for other health professionals e.g. student nurses, student physiotherapists, medical students and postgraduates.
- To provide supervision to staff within the Medical Social Work department at the discretion of the Principal Social Worker Or Deputy Principal Social Worker
- To supervise and act as a practice teacher to students on placement within the CF Unit who are pursuing Social Work training courses in consultation with the relevant universities and the head of department.
- The Principal Social Worker or Acting Principal Social Worker may assign any other duties as from time to time.

Personal and Professional Development:

- To be aware of current developments and issues in health care, especially Cystic Fibrosis health care, by reading current literature and keeping abreast of new developments in Social

Work, attending national and international seminars, lectures/ workshops and courses where possible and as appropriate in consultation with the Principal Social Worker or Deputy Principal Social Worker.

- To engage in performance management.
- To assume responsibility for his/her own professional development and CPD folder as required by CORU registration board.
- To attend relevant training programs to enhance skills and competencies.

Administrative responsibility:

- To actively participate in the management of the Medical Social Work Department by taking on specific responsibilities/ projects as agreed with Principal Social Worker or Deputy Principal Social Worker.
- The Social Worker will maintain written and electronic records as deemed necessary by both the Principal Social Worker or Deputy Principal Social Worker and the Hospital.

Academic responsibility:

- To participate in audit and research programmes of the National Referral Centre for Adult Cystic Fibrosis as deemed appropriate.
- To contribute to education and training in the Medical Social Work Department itself.
- To provide education on the profession for other health professionals e.g. student nurses, student physiotherapists, medical students and postgraduates.
- To supervise and act as a practice teacher to students on placement within the CF Unit who are pursuing Social Work training courses in consultation with the relevant universities and the head of department.
- The Principal Social Worker or Deputy Principal Social Worker may assign any other duties as from time to time.

This 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 allocation and accountability at the present time, which will be reviewed and assessed on an on-going basis.

Informal Enquiries or Role Specific Enquiries:

Ms Louise Morgan, Principal Medical Social Worker, Tel: +353 (1) 221 5108. Email: MorganLouise@svhg.ie

Person Specification

Factors	Essential	Desirable
Qualifications	<p>Candidates for appointment must:</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. Provide proof of Statutory Registration on the Social Workers Register maintained by the Social Workers Registration Board at CORU <u>before a contract of employment can be issued.</u></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>Annual Registration</p> <p>IV. 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>V. Practitioners must confirm annual registration with CORU to the HSE by the way of the annual Patient Safety Assurance Certificate (PSAC).</p>	
Experience (length and type)	<p>Candidates for appointment must:</p> <p>Have 3 years full time (or an aggregate of 3 years full time) relevant post qualification experience.</p>	<ul style="list-style-type: none"> • Recent experience in an acute medical setting. • Experience in the area of Cystic Fibrosis • Experience in leading projects or quality improvement initiatives. • Experience working therapeutically or in a therapeutically oriented setting would be desirable.

Professional Knowledge	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.	<ul style="list-style-type: none"> • Previous experience of relevant client groups. • Experience of providing professional supervision. Knowledge of relevant healthcare standards • Knowledge of relevant legislation and policies • Clinical supervision and education skills
Core Competencies	<p>The post holder will be required to meet and develop the core competencies for Senior Medical Social Workers as outlined in the National HMSW Forum Document (Dec 2013). These competencies will form part of the supervision process within the department and the post holder will be expected to provide evidence of competency and learning needs.</p> <ul style="list-style-type: none"> • Planning & Organisation Skills • Decision Making & Judging abilities • People Management Skills • Case Management skills • Excellent communication, networking skills • Ability to develop positive working relationships both internally and externally • Setting Standards & Ensuring Quality • Knowledge of performance management systems and key performance indicators. • Managing Individual Performance. • Knowledge of change management & Service Development Processes 	<ul style="list-style-type: none"> • Knowledge and familiarity with the Irish health system. • Experience of project management and quality improvement initiatives. • Experience of leadership roles within the department.
Health	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.	

Character	Candidates for and any person holding the office must be of good character.	
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Particulars of Office:

The appointment is: Whole-time, Permanent and Pensionable

Panel: A panel may be formed to fill upcoming permanent and temporary, whole time and part-time vacancies over the next 6 months.

Annual Salary: as at 01/08/2025, pro rata

1	2	3	4	5	6	7
€70,980	€73,003	€75,030	€77,053	€79,077	€81,099	€81,874

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 35 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: 29 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

Confidentiality:

During the course of employment staff 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.

Hygiene:

During the course of employment staffs 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 wellbeing of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

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.

Protected Disclosure Policy

See link below for more information on our Protected Disclosure Policy as per the Protected Disclosure (Amendment) Act 2022;

[Protected Disclosures - St. Vincent's University Hospital \(stvincents.ie\)](http://stvincents.ie/ProtectedDisclosures)

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

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 on-line 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), 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.

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

Among the Voluntary Early Retirement Schemes referred to above are the following:

- Incentivised Scheme of Early Retirement (ISER)
- Voluntary Early Retirement Scheme 2010 (VER)

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, overseas police clearance (if applicable)*, 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.

** If you lived in any country for 6 months or more from the date of your 16th birthday other than the Republic of Ireland or Northern Ireland you will be required to provide security clearance for each jurisdiction in which you have resided. Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries are the responsibility of the candidate. It is a process which can take an amount of time. Therefore we would strongly advise that you commence seeking international security clearances now.*

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.

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.

Date: August 2025