Candidate Campaign Information Pack -
Aftercare Worker - Dublin North East Region

Dear Candidate,

Thank you for your interest in the post of – Dublin North East Region.
This Candidate Pack includes the following information:

- Full and detailed Job Specification and important dates to note.
- Recruitment Process detail and important dates to note.
- Candidate General Declaration

Please ensure that you read this Campaign Information Pack in detail and that you fully understand the process. Candidate Information Pack - Recruitment Process

For any informal enquiries regarding the position and job specification please contact:
Ian Doyle: ian.doyle@tusla.ie / 086 022 7610

Should you have any specific queries in relation to the recruitment process please contact the **Tusla Recruitment team** via: recruitdne@tusla.ie or Tusla Recruit Campaign Manager**:** Oleg Koflan – oleg.koflan@tusla.ie / 087 380 1337

Kind Regards,
Tusla Recruitment Team

An Ghníomhaireacht um Leanaí agus an Teaghlach
Child and Family Agency

Job Specification

Job Title, Grade and Grade Code	Aftercare Worker, Dublin North East Region Grade Code: 3030
Campaign Reference Approval Code	TRDNE20261020
Applications considered Via	Tusla Recruit Portal only
Opening date for Applications	Thursday 29th October 2026
Closing Date for Applications	12 noon, Monday 16th November 2026
Proposed Interview date(s)	November 2026 - *may be subject to change based on volume of candidates and availability of Service resources.*
Contact for Informal Enquiries	**Ian Doyle:** ian.doyle@tusla.ie / 086 022 7610 *Making an **informal enquiry** gives you the opportunity to ask questions about the campaign and job specification. This informal enquiry contact is available only for the duration of the application process.*
Location of Post	The current vacancy is in Parkhouse, NCR, Dublin 7. However, the initial assignment will be confirmed upon appointment. A panel may be created from which permanent and specified purpose vacancies of full or part time duration will be filled in Dublin North East. The future vacancies may arise across Tusla Network of Dublin North East. ***For Tusla Regions & Networks please check the following link:*** ***https://www.tusla.ie/get-in-touch/local-area-offices/***
Details of Service	The Child and Family Agency was established on 1st January 2014 and is responsible for a range of statutory functions including provision of child protection, alternative care, specified regulatory services and a range of family support services. The Agency has commenced a major improvement programme with significant focus on Practice, Culture and Structure. The Agency currently has responsibility for a budget of circa €1.2billion and delivers its services through over 5,500 people in 259 locations across the Country.

	The Child and Family Agency has responsibility for the following range of services: • Child Protection and Welfare • Parenting, Family Support and Early Help Services • Alternative Care • Birth Information & Tracing and Adoption • Tusla Education Support Services (TESS) • Children's Service Regulation • Counselling and Therapeutic Supports Further information is available on www.tusla.ie
Purpose of Role	• To give guidance and support in consultation with eligible young people who are in transition from care or young adults who have previously left care through the Aftercare Service within the Child and Family Agency to ensure best outcomes are achieved. • Liaise with the parent, family, general services and other agencies on behalf of the young person / young adult. • Responsibility for providing on-going support and assessment of need for young people allocated a worker as outlined in their Aftercare Plan. • Responsibility for the provision of advice, guidance and support to those availing of an Aftercare Drop-in Service. • The Aftercare Worker will adhere to the Aftercare Service Policy Guidance Document on '*Informed Consent*' at all times when sharing information. The Aftercare worker will represent the young adult where consent is given in all inter-departmental discussions in relation to accessing services as an adult, including mental health, on housing issues, accessing financial support. • Work with partner agencies in the provision of an aftercare service. • Work with other aftercare workers in the provision of a drop in Service • Promote a culture where young people are treated with dignity and respect, promoting a culture of unconditional positive regard at all times • Promote physical, emotional, social, cultural, ethnic, spiritual and religious welfare of each service user. • Advocate on behalf of the young person / young adult.
Reporting Relationship	The post holder will report to the designated manager

Duties and Responsibilities	**Main Duties and Responsibilities** **Working with Young people / Young adults:** The Aftercare Worker will be required to: • Participate in the development and implementation of Aftercare Plans and Financial Needs Assessment Plans and to ensure appropriate recording of same. Including responsibility for undertaking a leaving care assessment in line with policy requirements in order to inform the aftercare plan. • Responsibility to review Aftercare plans as per policy / legislative requirements. • At 18 years of age the Aftercare Worker will take the lead on the provision of service to the young adult. • Responsible for supporting the implementation of the Aftercare plan, over 18 years through engaging with key stakeholders and relevant others in the delivery of core areas of work as determined by the Aftercare Plan. • Liaise with accommodation, welfare, education and training resources to source appropriate services for young people leaving the care setting • Promote the rights and responsibilities of each person within the service setting e.g. following complaints procedure guidelines • Ensure the involvement of young people and young adults in decision-making on matters that affect their lives, at the individual and collective levels and proactively promote within Aftercare Service provision a range of structures, procedures, processes and practices to give young people and young adults the opportunity to have their voices heard and valued. <u>Teamwork</u> • Work as part of the Aftercare Team to promote Aftercare Services, support colleagues in making referrals to the Aftercare Service and assist the team in the implementation into practice the national Aftercare Policy. • Key role in supporting those who are directly supporting young people in aftercare and for working in close collaboration with all who are making a contribution to meeting the needs of young people in aftercare. • Key role advocating on the behalf of young people leaving care with other agencies with particular regard to housing, social welfare, education and training, community resources and counselling services. • Complete Court Reports when requested for review by Aftercare Manager and attend Court as if necessary and as required • Required to hold a balanced case load as per Aftercare Service national requirements.

- Supervise Social Care students as appropriate / required under the direction of the Aftercare Manager.

Record Maintenance

- Maintain written records and financial records to a high standard
- Make written and verbal reports to the Aftercare Manager on a regular basis on the progress of development of the young person/ Young Adult.
- Complete Individual Financial Assessment Plans as required under relevant policy
- Review Individual Financial Assessment Plans where necessary (e.g. Change of young person / young adult circumstances).
- Co-operate with external monitoring and statutory inspections and implement their recommendations
- Prepare reports for and to participate in professional meetings (e.g. strategy meetings) ensuring that all records relating to those meetings are maintained to a high standard as appropriate / required under the direction of the Aftercare Manager.

Administration and Accountability:

- Attend all relative/appropriate meetings and report to the Aftercare Manager on matters affecting the delivery of service: including participation in area based Aftercare Interagency Steering Committees where required.
- Participate in Child in Care Reviews, Strategy Meetings and Child Protection Case Conferences with Social Worker or other care staff where appropriate
- Be accountable for any money spent on behalf of the Child and Family Agency during the course of duty.
- Responsible for decision making in the absence of the Aftercare Manager.
- Provide cover for the Aftercare Manager in his/her absence as appropriate / required under the direction of the Aftercare Manager.
- Responsible for own health and wellbeing in order to carry out the duties of the role / is committed to managing own work / life balance.

Education & Training

- Maintain standards of practice and levels of professional knowledge by participating in continuous professional development initiatives and attendance at courses as appropriate.
- Engage in career and professional development planning.
- Oversee the provision of a framework for the promotion of staff development and training by making recommendations with regard to the ongoing education,

	mentoring, training and in-service needs of the team • Attend regular supervision with the Aftercare Manager. **Health & Safety** • 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 the service for example National Standards for Child Protection and Care and comply with associated Tusla – Child and Family Agency 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. **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.**
Eligibility Criteria Qualifications and / or Experience	**Applicants must by the closing date of application have the following:** • Be registered in the Social Care Worker Register maintained by the Social Care Workers Registration Board maintained at CORU (or have entitlement to be registered and obtain registration prior to appointment). **AND** • Maintain live annual registration on the Social Care Workers Register maintained by the Social Care Workers Registration Board at CORU. **AND** • Must 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. **AND** • Have a minimum of three years' post qualification experience of working in a Children & Families Service or other relevant environment with a similarly challenging client group. **Health** 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.

	Character Each candidate for and any person holding the office must be of good character.
Skills, competencies and/or knowledge	**Tusla Leadership Competency Framework** The **Tusla Leadership Competency Framework** describes the behaviours that are key to Tusla colleagues being effective in the execution of their role at all levels within the Agency. The competencies and associated behavioural descriptors, capture the transversal knowledge, skills, abilities and other characteristics that will enable colleagues, regardless of role or rank, to be effective in their work. The Tusla Leader Framework relevant for this role is Leading Others Please access this Leading Others link to fully familiarise yourself with the impact of this **Leading Others** proficiency for Tusla. **The Competency of Professional Knowledge is specifically linked to the duties, responsibilities and criteria for this role.**
Other requirements of the role	• The post holder will require access to appropriate transport as the post may involve travel. • Have awareness of children and young people's participatory practice
Application Process **Campaign Specific Selection Process** **Shortlisting / Interview**	The online application system has a time out facility, this is in order to protect the privacy of the user. This time out facility activates if the application has been 'dormant' for over 60 minutes. Any work not saved will be lost if the system times out due to lack of activity. As such please ensure to save your application as you work on it, any lost data cannot be recovered. It might be an idea for candidates to work on their applications outside of the system and copy and paste their answers into the online application forms once they are fully complete and submit then. Once your application is fully submitted you will receive a confirmation email to your profile. If you do not receive this email, your application HAS NOT been submitted and received and you should log back on to submit fully. AI generated content must not be used in your application. Tusla reserves the right to assess if content in applications is likely created by AI in part or in whole. Use of AI may result in disqualification and exclusion from the recruitment process. Short listing may be carried out on the basis of information supplied in your application. The criteria for 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 shortlisting stage of this process (where applied) will be called forward to interview.
Code of Practice	The Recruitment Service Child and Family Agency will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Codes of practice are published by the CPSA and are available on www.cpsa.ie. Tusla Child and Family Agency is an Equal Opportunities Employer. Tusla Child and Family Agency recognises its responsibilities under the Data Protection Acts 2003 - 2018 and the Freedom of Information Act 2014

The Integrated Reform Programme is a significant initiative being undertaken by Tusla to improve the way in which we deliver our services to children and families.

Tusla has designed a consistent regional structure to ensure this equitable provision of services and as part of this design Tusla is moving from 17 areas to 30 networks. The initial assignment will be to Dublin North East Region. It is important to note that this is an initial assignment and maybe subject to change in line with the Integrated reform process. The Integrated Reform Programme may also impact on duties of this role as structures change, and you will be notified of same as the programme progresses as appropriate to this role.

This job description 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.

Tusla values individual's rights and freedoms in respect of privacy and fully complies with the requirements of the Data Protection Act 2018.

All roles within Tusla carry responsibility towards the protection of personal and sensitive data.

Tenure	The current vacancies available are permanent/temporary and whole time/part-time. The posts are pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration will be filled. The tenure of these posts will be indicated at "expression of interest" stage for each individual post. The purpose of this campaign is to fill immediate urgent vacancies and it is

	expected that panel placements will cease if expressions are not received within the appropriate processes. Appointment as an employee of the Child & Family Agency is governed by the Child and Family Agency Act, 2013 and the Public Service Management (Recruitment and Appointments) Act 2004.
Remuneration	The Salary scale for the whole time equivalent of this post is: **01/06/2026:** €57,484, €58,726, €59,968 €63,279, €64,563, €65,837, €67,130 LSIs (Long Service Increments) are represented by emboldened figures. 1st LSI is paid after 3 years on the max, the 2nd LSI after 3 years on LSI1, and the 3rd LSI after 3 years on the 2nd LSI (where applicable). The appointee shall commence on the first point of the salary scale. Incremental credit may be given on appointment for certain types of relevant experience- more information available in Appendix 5. Candidates should note that entry will be at the minimum point of the scale and will not be subject to negotiation, and the rate of remuneration may be adjusted from time to time in line with Government pay policy. Different terms and conditions may apply if the appointee is currently a serving civil or public servant.
Working Week	The standard working week applying to the whole time equivalent of this post is: 39 hours.
Annual Leave	The annual leave associated with the whole time equivalent of this post is 0 -5 years: 23 Days per annum 5 – 10 years: 24 Days per annum 10 + years: 26 Days per annum
Superannuation	This is a pensionable position with Tusla. 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.
Probation	A probation period of 39 weeks, or proportion of same for fixed term /specified purpose contracts, where applicable shall apply from the commencement of employment, during which the contract may be terminated by either party in accordance with this contract. The probationary period may be extended at the discretion of management by a further 9 weeks or proportion of same for fixed term/specified purpose contracts, where applicable. Confirmation of appointment

	as a permanent member of staff is subject to the successful completion of the probationary period, for permanent contracts. Where you have already completed a probationary period with the Child and Family Agency, Health Service Executive, Local Authority, and there is no break in service, no period of probation applies.
Responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017)	The safety and welfare of children and young people is a key priority for Tusla – Child and Family Agency. All employees of Tusla are required to be vigilant to any concerns regarding the protection and welfare of children and to bring them to the attention of the Tusla Designated Person in a timely manner, in keeping with the Tusla – Child and Family Agency Child Protection policies.
National Standards for Children and Family Services	Employees must have a working knowledge of HIQA Standards (https://www.hiqa.ie/areas-we-work/childrens-services) and / or the Adoption Authority of Ireland Standards as they apply to the role. All Employees must be aware of their responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017)
Ethics in Public Office 1995 and 2001 **Positions remunerated at or above the minimum point of the Grade VIII salary scale** **NOTE** **THIS SECTION REFERS TO POSTS AT €82,258 PLUS**	Positions remunerated at or above the minimum point of the Grade VIII salary scale are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below. A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive not later than 31st January in the following year. B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of Tusla and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive. C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission's website http://www.sipo.gov.ie/