Candidate Campaign Information Pack
Family Support Practitioner - Southwest

Dear Candidate,

Thank you for your interest in the post of – Family Support Practitioner - Southwest

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:
Ann Moynihan ann.moynihan@tusla.ie/ 0867871357
or
Lynda Monahan lynda.monahan@tusla.ie/ 0873450983

Should you have any specific queries in relation to the recruitment process please contact the Tusla Recruitment team via RecruitSouthWest@tusla.ie or **Tusla Recruit Campaign Manager: Etaoin Molloy etaoin.molloy@tusla.ie /0872073060**

Kind Regards,
Tusla Recruitment Team

An Ghníomhaireacht um Leanaí agus an Teaghlach
Child and Family Agency

Job Specification

Job Title, Grade and Grade Code	Family Support Practitioner Southwest Grade Code: 6201
Campaign Reference Approval Code	TNSW2025851
Applications considered Via	Tusla Recruit Portal only
Opening date for Applications	Thursday 26nd of November2026
Closing Date for Applications	12 noon, Monday 14th of December 2026
Proposed Interview date(s)	January 2027 - *may be subject to change based on volume of candidates and availability of Service resources.*
Contact for Informal Enquiries	Ann Moynihan ann.moynihan@tusla.ie/ 0867871357 or Lynda Monahan lynda.monahan@tusla.ie/ 0873450983 *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 vacancies are in Southwest Region. 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 Southwest Region. The future vacancies may arise across Tusla Region of Southwest. For Tusla Region/ Networks please check the following link: ***Find My Network***
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	The Family Support Practitioner will work as part of the designated team/service in delivering a quality and effective service. This service will be provided through offering a home-based support to parents and children in the assigned area. The role is specifically family focussed, with the welfare of the child being paramount.
Reporting Relationship	Reporting relationship of the appointees will be to the Family Support Co-ordinator/Manager, Team Leader or Principal Social Worker, in accordance with local practice, and subject to change as local family support management structures are developed.
Duties and Responsibilities	**Main Duties and Responsibilities** The Family Support Practitioner will perform their duties in line with Tusla's professional standards. The Family Support Practitioner will: • Assist in enabling parents/guardians/carers/families to sustain the safe care of their children in the home setting. • Work with a caseload/workload assigned by their line manager. This may involve working closely with a number of families with varying support needs. • The level of work required will take into account the varying complexity of families & travel requirements. • Change and adapt to new programmes and models of service in line with evidence based research & required training. • Deliver agreed intervention programmes as required. • Work in a flexible manner with the family in meeting their changing needs through the use of consultation, plans, reviews and feedback. • Work in partnership with families to increase their skills in such areas as childcare, budgeting, home management, nutrition and health care, through individual or group work.

	• Aim to enhance positive parenting skills. • Liaise with the person on health/emotional/parenting issues and child abuse and report concerns as appropriate • Assist in linking families with local/appropriate services and agencies. Encourage their attendance at these services. • Work within current legislation, relevant policies and procedures, guidelines and protocols within the designated team/service and the child and family agency-Tusla. • Adhere to the supervision policy. • Contribute to an area-based analysis of unmet need. • Share knowledge with other team members to maintain standards. • Actively participate as a member of the designated team/service. • Attend meetings as appropriate to their allocated work e.g. Meitheal meetings, Family Support planning meetings, Child Protection conferences, strategy meetings, children in care reviews. • Seek the advice of relevant personnel when appropriate/as required. • Promote a culture that values diversity and respect in the workplace. • Participate as Lead practitioners and support workers in the Meitheal process. • Be active members of the local Child & Family Support Networks & the Team Around the Child. • Attend at and furnish written reports to the Courts as required. • In exceptional circumstances, support and/or assist with access visits between children and their parents/families, where the Family Support Worker's work is a key component of the Family Support intervention plan for the child & natural parents. Current practice of individuals to prevail on this issue. **Administrative** The Family Support Practitioner will: • Maintain accurate up to date records and files in accordance with national guidelines, procedures and Children First (2017) • Maintain service user confidentiality • Contribute to ongoing evaluation of the service. • Collaborate with line manager in developing the role of the Family Support Practitioner and the team. **Education & Training** The Family Support Practitioner will: • Engage in personal development planning in collaboration with the line manager.

	• Engage in in-service training and other relevant training opportunities (including attendance at mandatory programmes). • Review and change work practices in line with training and service developments such as the National Service Delivery Framework. • Engage in I.T. training relevant to their work **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:** • Quality and Qualifications Ireland (QQI) Level 6 (or higher) major academic award in the areas of health promotion, social care, childcare, education, family support, education etc. OR • An equivalent nationally recognised qualification in the areas of health promotion, social care, childcare, education, family support, education etc. AND • The requisite knowledge and ability (including a high standard of suitability and ability) for the proper discharge of the duties of office. **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 behaviors that are key to Tusla colleagues being effective in the execution of their role at all levels within the Agency. The competencies and associated behavioral 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 self , Please access this Leading self link to fully familiarise yourself with the impact of this **Leading Self** 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 South-West 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:** €41,260, €42,832, €44,769, €46,186, €47,618, €49,058, €50,520, €52,015, €53,528, €55,098, €56,717 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 a currently 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: 23 days: 0 - 5 years' service 24 days: 5 - 10 years' service

	25 days: 10 years + service (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 €79,847 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/