Candidate Campaign Information Pack

Senior Occupational Therapist – Sligo, Leitrim, Roscommon

Dear Candidate,

Thank you for your interest in the post of **Senior Occupational Therapist – Sligo, Leitrim, Roscommon.**

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:

- Regional Therapy Manager; Yvonne Coyne, yvonne.coyne@tusla.ie / 087 680 7082.
- Clinical Specialist Occupational Therapist ABTT; Sarah Hogan, Sarah.Hogan@tusla.ie / 087 098 2190.

Should you have any specific queries in relation to the recruitment process please contact the Tusla Recruitment team via: RecruitWestNorthWest@tusla.ie or Tusla Recruit Campaign Manager: Katie Power, Katie.power1@tusla.ie / 087 092 1714.

Kind Regards,
Tusla Recruitment Team

Tusla Therapy has responsibility for the management, development and governance of the agency's therapeutic services. Tusla Therapy aims to support children and those surrounding the child through working in partnership with families, carers, and their professional network to determine the child's therapeutic needs. Tusla Therapy operates within the legislative context for Tusla in Ireland and follows the direction of national strategy and policy.

There are three dedicated therapeutic services:

- Area Based Therapy Team (ABTT)
- Assessment, Consultation and Therapy Service (ACTS)
- National Interagency Prevention Programme (NIAPP)

The Assessment, Consultation and Therapy Service (ACTS) is a multidisciplinary clinical service within Tusla – Child and Family Agency with the remit of supporting young people who are at severe risk of harm and at risk of placement in special care or detention.

ACTS work in collaboration with other agencies to address the risk of harm leading to referral, using a practice framework informed by Adaptive Mentalization-Based Integrative Treatment (AMBIT). This means that ACTS teams work to integrate systems of support, including supporting key relationships in young people's lives, while also working therapeutically directly with young people. ACTS work toward therapeutic goals as defined and monitored with young people and the networks of family and professionals involved in their lives.

ACTS teams operate at regional level, accepting referrals through social work services within each region. Services are provided through regional Tusla Therapy structures managed by Regional Therapy Managers and overseen by Clinical Team Managers. Clinical governance is provided across all ACTS MDTs through nationally integrated management and supervision structures.

AMBIT Framework
Both ACTS and ABTT work using the AMBIT framework. Training is provided to all staff on appointment. An AMBIT community of practice has been setup by the Regional Therapy Manager which aims to support our AMBIT informed services to have a reflective space to discuss implementation of AMBIT practice.

You can find out more about AMBIT here:
https://www.annafreud.org/training/health-and-social-care/adaptive-mentalization-based-integrative-treatment-ambit/

Continuing Professional Development Opportunities: In 2026 staff have been provided with a number of CPD opportunities such as DDP, Theraplay, TF-CBT, MBT-C, Genogram as well as an internal CPD training calendar. Our internal training calendar provides opportunities to attend and also to present on topics of interest to you.

Working in an innovative, dynamic environment with staff who are open to change and promote the importance of using the service user's voice in service design.

Varied workload including direct work, working with networks around the child as well as providing training.

An Ghníomhaireacht um Leanaí agus an Teaghlach
Child and Family Agency

Job Specification

Job Title, Grade and Grade Code	Senior Occupational Therapist – Sligo, Leitrim, Roscommon Grade Code: 3301
Campaign Reference Approval Code	TRWNW20251095
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/December 2026 • *may be subject to change based on volume of candidates and availability of Service resources.*
Contact for Informal Enquiries	• Regional Therapy Manager; Yvonne Coyne, yvonne.coyne@tusla.ie / 087 680 7082 • Clinical Specialist Occupational Therapist ABTT; Sarah Hogan, Sarah.Hogan@tusla.ie / 087 098 2190. *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 base is negotiable within the network of Sligo/Leitrim/Roscommon. A panel may be created for the purpose of filling current vacancies. Once vacancies are appointed the panel will cease. For Tusla Region/ 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 in excess of €800m and delivers its services through circa 5,000 people in 350 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 The ABTT is a multi-disciplinary clinical service within Tusla – Child and Family Agency. The core team consists of speech and language therapy, occupational therapy and psychology. Further teams are developing in each region and may include other disciplines. The teams work at network/regional level and work with children in care. The core purpose of the ABTT is to provide clinical input to care planning and to support better understanding of each child's needs in the context of their developmental and trauma histories. **We work directly with:** • Children and young people in the care of Tusla • Their foster carers, relatives, or residential carers • Social workers, educators and other professionals in the child's network Our aim is to build a shared understanding of each child's therapeutic needs so that interventions are meaningful and proportionate.
Purpose of Role	The staff appointed to these roles will be assigned to work with children in special care and at risk of special care and detention, working as part of multi-disciplinary team(s) delivering a co-ordinated service to children, young people and their families. The purpose of the post is to participate as a member of a multi-disciplinary team within an Assessment, Consultation and Therapy service. The post holder will work collaboratively with a variety of services to assess and understand the therapeutic needs of young people and their families in the care of Tulsa and respond with interventions that are timely, proportionate, needs led, evidence based and in partnership with the young people and their families. When children enter care, there can be limited information available pertaining to the child/young person's developmental and medical history. Occupational therapists use their understanding of typical childhood development to consider a child's developmental therapeutic needs across the Person (psychosocial skills, cognitive skills, sensorimotor skills), Task (performance of occupations, behaviours) and Context (cultural, social, physical). Occupational therapists have a key role in supporting the caring network to understand the impact of trauma on everyday functioning and can focus upon improving underdeveloped

	systems and skills through occupation. The post holder will focus upon supporting children in care to engage in occupations and in activities that allow desired or needed participation in community lift, home, workplace, and school situations in the areas of activities of daily living. Interventions that strengthen environmental protective factors for children who have experienced trauma is a key area of practice in trauma-informed Occupational Therapy. Occupational Therapists recognise the interconnectedness between the child in care's environment and their participation in occupations.
Reporting Relationship	Your professional reporting relationship will be to the Regional Therapy Manager Individual clinical supervision is provided by an experienced appropriate supervisor. Additionally, there is group supervision/peer support spaces with other Senior Occupational Therapists working in Tusla Therapy services.
Duties and Responsibilities	**Main Duties and Responsibilities** • Ensure that professional standards are met and that a quality and equitable service is provided at all times • Have clinical knowledge and experience working in the field of child care with a particular focus on children in care and relevant applicable occupational therapy interventions • Carry out clinical duties to meet the occupational therapy needs of the client group and effectively time manage assigned clinical caseloads • Assess the needs of the child/young person in relation to their occupational performance needs, in conjunction with the multi-disciplinary team plan, and within the context of the child/young person's family, living environment, social and school context • Utilise and apply appropriate therapeutic approaches and models to effectively support children/young people presenting with child welfare/abuse symptoms and difficulties. Adapt the therapy and approaches required to effectively meet the needs of the child/young person, and steer and mentor the child's support network throughout their journey • Working as part of a multi-disciplinary therapeutic team, be responsible for the maintenance of standards of practice of self and staff appointed as the project grows • Be an active member of the multi-disciplinary team, contributing to the multi-disciplinary model of practice representing the occupational therapy service to ensure that the needs of the child/young person are met • Feedback occupational therapy opinion on the child/young person's occupational performance, to the multidisciplinary team to assist with team planning for the child/young person's care • Have clinical skills and personal attributes required to work with this complex and varied cohort of children/young people, often dealing with families coping with difficult situations • Be able to demonstrate appropriate clinical reasoning working with children, young people and their families/support structures. Be involved in educating the child/young person's support network to empower them to assist with the child/young person's progress

	• Ensure the quality of documentation of all assessments, treatment plans, progress notes, reports and discharge summaries are in accordance with local service, professional and legislative standards • Communicate verbally and/or in writing results of assessments, treatment/intervention programmes and recommendations to the team and relevant other professionals e.g., child/young person's social worker • Attend team meetings, review meetings, case conferences, etc. as designated by the Clincial Team Manager. • Have up to date knowledge on Child Care in particular trauma experienced by children coming into care and being in care. Have up to date knowledge on relevant legislations and national developments for the delivery of services to children/young people in the State • Be responsible for adhering to existing standards and protocols and for supporting the development and maintenance of standards/strategies for quality improvement and outcome measurement • Seek advice and assistance with any assigned duties in line with principles of evidence-based practice and clinical governance • Ensure that professional standards are maintained in relation to confidentiality/data protection, ethics and legislation • Operate within the scope of Occupational Therapy practice as per CORU requirements and in accordance with local guidelines • Ensure anti-discriminatory practice and cultural competence at individual and service level • Participate in research and where appropriate, initiate and/or participate in MDT research programme • Develop good working relationships with residential care teams, foster carers and appropriate HSE services such as CAMHS, Primary Care and Disability • Make it possible for children and young people along with their families to advocate for their own needs or where appropriate advocate on their behalf. • Attendance at court where absolutely necessary for care planning for the child. **Education and Training** • Participate in mandatory training programmes as required by TUSLA • Participate in continuing professional development including in-service training, attending and presenting at conferences/courses relevant to practice, contributing to research etc. as agreed by the Therapist Regional Manager • Engage in professional clinical Occupational Therapist supervision with an Occupational Therapist Manager/Clinical Specialist or designated person • Engage in peer support with Senior Occupational Therapist colleagues • Participate in performance review with the Occupational Therapist Manager/Clinical Specialist/designate person • Manage, participate and play a key role in the practice education of student therapists. Take part in teaching / training / supervision of other Occupational Therapy and non-Occupational Therapy staff / students and attend practice educator

courses as appropriate

- Ensure newly qualified therapists have adequate induction and clinical supervision and assist in implementing annual staff development and performance review.

Administrative

- Be responsible for the co-ordination and delivery of service in designated area(s)
- Promote good working practice and uniformity of standards of best practice
- Promote quality by reviewing and evaluating the Occupational Therapy service regularly, identifying changes needed and opportunities to improve services, in collaboration with the Clinical Team Manager and others within the multi-Disciplinary team
- Develop and implement service/business plans, quality initiatives, audits etc. and report on outcomes in collaboration with the Clinical Therapy Manager
- Collect and evaluate data about the service user group and demonstrate the achievement of the objectives of the service
- Oversee the upkeep of accurate records in line with best clinical governance, organisational requirements and the Freedom of Information Act, GDPR, and render reports and other information / statistics as required
- Promote good team working, and a culture that values diversity
- Engage in IT developments as they apply to service user and service administration
- Keep up to date with developments within the organisation and the Irish Health Service.

KPI's

- Identify and develop Key Performance Indicators (KPI's) which are congruent with TUSLA's Service & Business plan targets
- In conjunction with the Clinical Team Manager, assist in the development of a Performance Management system for your profession.
- Manage and deliver KPI's as a routine and core business objective.

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 or be eligible for the registration, on the Occupational Therapists Register maintained by the Occupational Therapist Registration Board at CORU. **And** • Have three years full time post qualification clinical experience. **And** • 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** • Provide proof of Statutory Registration on the Occupational Therapists Register maintained by the Occupational Therapist Registration Board at CORU **before a contract of employment can be issued.** **Annual registration** On appointment practitioners must maintain annual registration on the Occupational Therapists Register maintained by the Occupational Therapists Registration at CORU. **And** • Practitioner must confirm annual registration with CORU to TUSLA by way of the annual Patients Safety Assurance Certificate (PSAC). **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. **Essential** A high level of clinical knowledge and evidence-based practice to carry out the duties and responsibilities of the role within the multi-disciplinary team to include undertaking therapeutic assessments and providing therapeutic services to children/young people in the care of TUSLA. The post holder will require a current driving licence and access to appropriate transport as the post will involve travel. Minimum of one year working with children and young people **Desirable** Additional training in trauma informed practice, sensory integration, sensory attachment intervention or goal based practice. Any specific requirements for the individual posts will be indicated at "expression of interest" stage
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. 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. Please ensure that you read this Campaign Information Pack in detail and that you fully understand the process. Candidate Information Pack - Recruitment Process
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 for West 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 vacancy available is permanent and whole time. The posts are pensionable. A panel may be created for the purpose of filling this position. Once the position is

	appointed the panel will cease. 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:** €65,197, €66,587, €68,021, €69,442, €70,864, €72,358, €73,935, €75,506, €76,767 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. Candidate Information Pack - Recruitment Process 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: **35 hours.**
Annual Leave	The annual leave associated with the whole time equivalent of this post is **30 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	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

Protection and Welfare of Children (2017)	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)