



Candidate Campaign Information Pack

Social Care Worker – Airne Villa Rolling 2026

Dear Candidate,

Thank you for your interest in the post of **Social Care Worker – Airne Villa Rolling 2026**.

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:

Grainne Keary - Email: grainne.keary@tusla.ie - Ph: 087 757 6810 Or Marie O'Connor - Email: marie.oconnor5@tusla.ie - Ph: 087 2060895

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@tusla.ie or 0872073060.

Kind Regards,

Tusla Recruitment Team

Job Specification

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| Job Title, Grade and Grade Code | Social Care Worker – Airne Villa Rolling 2026. Grade Code: 3029 |
| Campaign Reference Approval Code | SCWAirneVillaRolling26 |
| Applications considered Via | Tusla Recruit Portal only |
| Opening date for Applications | 8 th of January 2026 |
| Closing Date for Applications | You will note that there is no closing date stated for this campaign. This is to allow us to capture as many applicants as possible to fill these posts on an on-going basis. We may introduce intermediate ‘cut off’ dates in order to alert potential applicants that we will be drawing from the applicant pool to fill vacancies. Once we have a sufficient number of applicants we may introduce a final closing date. Interview dates will be communicated to eligible applicants if and when they are scheduled. |
| Proposed Interview date(s) | Interviews will be arranged and prioritised for Areas with immediate opportunities. - <i>may be subject to change based on volume of candidates and availability of Service resources.</i> |
| Contact for Informal Enquiries | Enquiries Grainne Keary - Email: grainne.keary@tusla.ie - Ph: 087 757 6810 Or Marie O'Connor - Email: marie.oconnor5@tusla.ie - Ph: 087 2060895 <i>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.</i> |
| Location of Post | The initial vacancy is in Airne Villa, Assessment & Resource Centre Killarney Co Kerry. A panel may be created from which specified purpose vacancies of full or part time duration will be filled in Airne Villa, Assessment & Resource Centre Killarney Co Kerry. For Tusla Region / Areas please look at list of Local Area Services |
| Details of Service | The Child and Family Agency was established on 1 st 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. |

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| | <p>The Child and Family Agency has responsibility for the following range of services:</p> <ul style="list-style-type: none"> • 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 <p>Further information is available on www.tusla.ie</p> |
| <p>Purpose of Role:</p> | <p>The policy of Tusla Child and Family Agency is to enable children / young people to live with their own families wherever possible and to support parents where necessary in fulfilling that role. The Social Care Worker will provide care, protection, and support to vulnerable or dependent clients, individually or in groups, in conjunction with the wider multidisciplinary team and other relevant agencies. The primary aim is to provide intervention necessary to address the child / young person’s issues or the issues that are preventing them from living at home or in relative / foster care. S/he will ensure the welfare of those under his/her care and will act as an advocate as appropriate.</p> <p>Typically, Social Care Workers work across the following service areas:</p> <p>Community: Social Care Workers in the community work in a therapeutic / preventative / direct role with children / young people and their families. They typically work as part of a multidisciplinary team and can be based in different service areas, for example, Child Protection Services, Child Welfare Service, Children in Care Service, Partnership Prevention and Family Support Services and Aftercare services. The children / young people involved may be at risk of or have experienced abuse, thus may be emotionally affected or display behaviour difficulties. These risks and / or difficulties may prevent them from being able to live with their families and as a result may need to be in the care of Tusla Child and Family Agency.</p> |
| <p>Reporting Relationship</p> | <p>The Social Care Worker will report to a designated Manager.</p> |
| <p>Duties and Responsibilities</p> | <p>Main Duties and Responsibilities</p> <p><u>Working with Children/Young People/Families/Carers</u></p> <ul style="list-style-type: none"> • To participate in the development and implementation of Care Plans and to ensure appropriate recording of same. • To promote the rights and responsibilities of each child/young person within the Service. • Assist in enabling parents/guardians/carers/families to sustain the safe care of their children in the home setting. • To promote physical, emotional, social and religious welfare of each young person. • To liaise with the parent, family, general services and other agencies on behalf of the young person. • To attend meetings in relation to the care and developments of the Children and their families |

- To promote the participation of children and young people in decision making on issues that affect their lives at both individual and collective levels.
- Participate in the completion of preliminary screening and assessments, safety planning as required under Children's First in line with Standard Business Processes, this should be done in consultation with the relevant line manager.
- Compliance with relevant Tusla policies.
- Attendance at Court when required.
- Direct work with children/young people/parents/guardians/foster carers etc.
- Facilitating and supporting family contact for children care.
- Lone working.
- Engage with internal and external stakeholders.

Administration and Accountability

- To attend team meetings and to report to the designated Manager on matters affecting the delivery of service.
- To make written and verbal reports to the designated Manager on a regular basis on the progress of development of the children and their families.
- Reporting and recording any incidents, however minor, that may happen to the / children and their families or are caused by them.
- To be familiar with emergency procedures and to know who to contact in an emergency.
- Ensure Child protection procedures are followed in accordance with the responsibilities of a designated officer.
- To keep abreast of current legislation and current professional child care knowledge.
- To implement the Child and Family Agency's procedures and policies.
- To undertake ongoing professional training and development.
- To attend regular supervision with the designated Manager.
- To perform any other duties that may be assigned from time to time.

Team Work

- Participate in working within a team centred consistent approach.
- Working with other professionals and external stakeholders
- Participate in regular team meetings, SOS groups, supervision.
- Provision of training to Service User, colleagues and external stakeholders

Training & Professional Development

- Participate in regular professional supervision.
- Participate in further training and development as required.
- Provide guidance and education for work experience students.
- Engage in reflective and evidence based practice.
- Keep abreast of current legislation and current professional child care knowledge.
- Be responsible for own health and wellbeing in order to carry out the duties of the role / is committed to managing own work / life balance.

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.



Áirne Villa Assessment & Resource Centre

Áirne Villa Assessment & Resource Centre provides comprehensive family assessments, operating with a multi-disciplinary team which incorporates both residential and community based assessment work in addition to residential respite and resource services.

As a service, we work to promote the highest standard of care with the safeguarding and protection of children being of paramount importance. A dedicated staff team who are interested and committed to providing an inclusive, holistic service to promote better outcomes and brighter future for our children and families.

The role of the Residential Social Care Worker and Social Care Leader in Áirne Villa involves working with parents and children who are involved in the assessment process, both in residential and community settings. Forming part of an experienced and enthusiastic residential care team and multi-disciplinary team comprising of Psychology, Teaching and Social Work.

The role of Residential Social Care Worker also involves working with children who are availing of residential respite services and sibling/family groupings who are availing of residential family access.

As a service we promote a learning culture and community, always striving to improve the quality of services being provided in addition to a workplace where professional growth and development is supported and encouraged.

The Social Care Worker and Social Care Leader working at Áirne Villa is full and varied role, working with a high turnover of families and children supporting them to reach their potential;

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| | to identify strengths and any areas that they might benefit from support with; to develop healthy relationships and to spend quality time together at the centre. |
| Eligibility Criteria Qualifications and / or Experience | <p>Applicants must by the closing date of application have the following:</p> <ul style="list-style-type: none"> • 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). <p>AND</p> <ul style="list-style-type: none"> • Maintain live annual registration on the Social Care Workers Register maintained by the Social Care Workers Registration Board at CORU. <p>AND</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <p>Character Each candidate for and any person holding the office must be of good character.</p> |
| Skills, competencies and/or knowledge | <p>Tusla Leadership Competency Framework</p> <p>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.</p> <p>The Tusla Leader Framework relevant for this role is Leading Self</p> <p>Please access this Leading Self link to fully familiarise yourself with the impact of this Leading Self proficiency for Tusla.</p> <p>The Competency of Professional Knowledge is specifically linked to the duties, responsibilities and criteria for this role.</p> |
| Other requirements of the role | <p>The post holder will require access to appropriate transport as the post may involve travel.</p> <p>Have awareness of children and young people’s participatory practice.</p> |
| Application Process Campaign Specific Selection Process | <p>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</p> |

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| <p>Shortlisting / Interview</p> | <p>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.</p> <p>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.</p> <p>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.</p> <p>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</p> <p>Those successful at the shortlisting stage of this process (where applied) will be called forward to interview.</p> |
| <p>Code of Practice</p> | <p>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.</p> <p>Codes of practice are published by the CPSA and are available on www.cpsa.ie.</p> <p>Tusla Child and Family Agency is an Equal Opportunities Employer.</p> <p>Tusla Child and Family Agency recognises its responsibilities under the Data Protection Acts 2003 - 2018 and the Freedom of Information Act 2014</p> |
| <p>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.</p> <p>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. South-West Region Region enter location. 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.</p> <p>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.</p> <p>Tusla values individual's rights and freedoms in respect of privacy and fully complies with the requirements of the Data Protection Act 2018.</p> <p>All roles within Tusla carry responsibility towards the protection of personal and sensitive data.</p> | |

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| <p>Tenure</p> | <p>The current vacancies available are temporary and whole time/part-time.</p> <p>The posts are pensionable.</p> <p>A panel may be created from which 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.</p> <p>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.</p> <p>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.</p> |
| <p>Remuneration</p> | <p>The Salary scale for the whole time equivalent of this post is:</p> <p>01/02/2026 €40,851, €42,408, €44,326, €45,729, €47,147, €48,572, €50,020, €51,500, €52,998, €54,552, €56,155, €57,217 LSI</p> <p>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).</p> <p>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.</p> <p>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.</p> <p>Different terms and conditions may apply if the appointee is a currently serving civil or public servant.</p> |
| <p>Working Week</p> | <p>The standard working week applying to the whole time equivalent of this post is: 39 hours.</p> |

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| <p>Annual Leave</p> | <p>The annual leave associated with the whole time equivalent of this post is: 22 days: 0 - 5 years' service 23 days: 5 - 10 years' service 25 days: 10 years + service (days per annum).</p> |
| <p>Superannuation</p> | <p>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.</p> |
| <p>Probation</p> | <p>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.</p> |
| <p>Responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017)</p> | <p>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.</p> |
| <p>National Standards for Children and Family Services</p> | <p>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.</p> <p>All Employees must be aware of their responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017)</p> |