



St. Francis Hospice

JOB DESCRIPTION

SENIOR MEDICAL SOCIAL WORKER

SPECIFIC PURPOSE CONTRACT – 1 YEAR

10 HOURS PER WEEK

(0.29 WTE)

JOB REFERENCE: 2026 - 016

ISSUE DATE: FEBRUARY 2026

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1. JOB PURPOSE

The purpose of this post is to be involved in the delivery and provision of bereavement services within the hospice service, with a focus on therapeutic work with bereaved adults, children and families. This post will have a specific focus on reducing the waiting list time for bereaved family members for social work bereavement counselling.

2. ACCOUNTABILITY

The position reports to and is accountable to the Bereavement Coordinator or other designated officer in all matters relating to the job.

3. KEY DIMENSIONS

Key relationships that will influence the success of the role:

- Bereavement Team
- Social Work Team

4. OPERATING ENVIRONMENT

Contractual Hours: 10 hours per week

Hours of work: The post holder will be working 10 hours per week over two days Detailed of starting and finishing times, which may vary in accordance with Hospice needs will be notified by your line manager. There will be times when you will be required to work outside of the normal office hours as part of bereavement service provision.

Location: This position is based across both sites, Raheny and Blanchardstown. As St. Francis Hospice Dublin is an expanding service the demands for services can change and it will be necessary to meet these changes through the organisation. In such circumstances it may be necessary to review the work location for this post and, on behalf of the Board of Directors, the Leadership Team reserves the right to change the terms and conditions as necessary. However, notification will be given of any such changes.

Garda Vetting: The successful candidate will be required to satisfactorily complete the Garda Vetting process prior to a formal job offer being made.

5. SCALES, ANNUAL LEAVE & PENSION SCHEME

Salary Scale: Department of Health - Consolidated Salary Scale (1st February 2026)
– 3019 - Senior Medical Social Worker (PRO RATA)

71,690	73,733	75,780	77,824	79,868	81,910	82,693
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Annual Leave: 30 days per annum – PRO RATA

Pension Scheme:

Your post, position, or office is pensionable for the purpose of the Single Public Service Pension Scheme (the “SPSPS”)

6. THE PERSON: QUALIFICATIONS, EXPERIENCE, KNOWLEDGE & COMPETENCIES

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Have attained the N.Q.S.W. or equivalent. • Be registered as a Social Worker with CORU 	<ul style="list-style-type: none"> • Counselling or therapy qualification
Experience	<ul style="list-style-type: none"> • Have a minimum of three years post qualification experience. • Bereavement and counselling skills are essential. • Experience in health-related or counselling setting. • Be computer literate in the use of Outlook, Word, Excel and PowerPoint 	<ul style="list-style-type: none"> • Experience in palliative care, oncology or mental health • Experience working with children and young people therapeutically
Other	<ul style="list-style-type: none"> • Full driving license 	

CORE COMPETENCIES

- Demonstrate an understanding of the application of the values and ethos of SFHD.
- Demonstrate an ability to work within the CORU social work code of ethics.
- Demonstrate a competence in bereavement assessments and therapeutic interventions, based on sound theoretical knowledge and reflective practice.
- Demonstrate effective communication and interpersonal skills including the ability to collaborate with colleagues, patients, families, carers and volunteers, contributing as an active team member.
- Demonstrate an ability to communicate sensitive information, including breaking bad news relating to illness, death and bereavement to patients and families.
- Be able to use personal initiative, forward thinking and actively takes responsibility for meeting internal and external patient and client needs to achieve client satisfaction.
- Demonstrate a commitment to continuing professional development.
- Demonstrate a commitment to engaging in supervision.
- Have proven organisational skills together with the ability to perform duties of the role in a sensitive and caring manner.
- Have the ability to work on own initiative, prioritise and manage a number of issues simultaneously and demonstrate attention to detail.

- Be able to identify potential difficulties and formulate solutions.
- Proven ability to build and manage effective relationships with colleagues in a multi – disciplinary team setting and with representatives of other agencies.

7. OUTLINE OF JOB DUTIES AND RESPONSIBILITIES

The Senior Medical Social Worker is an experienced and competent professional with sound psychosocial skills and academic ability along with good organisational skills. The role of the Senior Medical Social Worker includes but is not limited to:

- To work as a member of the bereavement team of St. Francis Hospice Dublin providing a comprehensive social work service to bereaved relatives (adult, children and family groups) using individual, group or family therapy techniques, as appropriate.
- To assess the level of need for bereaved clients presenting to the service and ensure the appropriate level of follow up is provided for each client within the caseload.
- Explore and develop waiting list management initiatives in line with the bereavement pathway of the hospice.
- To assess risk for bereaved relatives, including addressing safeguarding concerns in line with national and SFHD safeguarding policies.
- Direct work with children is an important part of the social work role and SFHD policies and procedures must be adhered to at all times.
- To engage with relevant community based or external services as they relate to the care of the bereaved.
- To maintain appropriate records and produce social work reports in line with SFHD and departmental policy.
- To maintain confidentiality of patients and their families and attend to data protection requirements.
- To provide cover for other members of the department as required and be part of an emergency cover rota during the working week.
- To contribute to developments of the bereavement team, including engaging in practice initiatives and the development of the bereavement services of the hospice under the direction of the Bereavement Coordinator.
- Contribute to the ongoing updating and development of policies and procedures that reflect the needs of bereaved relatives and families and good practice in social work.
- Participate in the Volunteer Bereavement Support Service and assist in appropriate supervision and ongoing training of current bereavement volunteers as required. This service takes place during the evening.

Training and Education

- To participate in the design and development of teaching and training programmes for staff inside and outside of the Hospice as requested. To participate in the teaching and in service training programmes for staff of the Hospice.
- To undergo such training or instruction as may be required from time to time.
- To present at seminars and conferences as negotiated.
- To keep up to date with all mandatory training required.
To demonstrate a commitment and attend to continuing professional development.

Supervision

Supervision will be provided by the Bereavement Co-ordinator. Supervision will take place exclusively within St. Francis Hospice Dublin and other supervisory arrangements are not permitted.

Other Duties

- To attend and participate in such meetings and events as may be required from time to time.
- To ensure that up to date and detailed administrative records and statistics are maintained for all clients.
- To ensure a safe working environment for patients, families and staff at all times adhering to all SFHD policies and reporting any incidents immediately.
- To carry out such duties appropriate to the office as may be assigned by the Bereavement Coordinator or Hospice Management.

General

- Comply with the Mission Statement, Ethos and Values of St. Francis Hospice Dublin.
- Ensuring compliance with Health and Safety procedures in relation to all Hospice activities.
- Contribute to and comply fully with the St. Francis Hospice Dublin Safety Statement including safe working practice as laid down by the Safety, Health and Welfare at work Act 2005 and any other relevant legislation.
- Comply with the St. Francis Hospice Dublin policies relating to confidentiality and ensure confidentiality in all matters of information obtained during the course of employment.
- Adhere to the Policies & Procedures of St. Francis Hospice Dublin at all times.
- Actively engage in continuous personal development and learning.
- Present and act in a professional manner at all the times.

Carrying out any other reasonable duties, appropriate to the office which may be required from time to time by Bereavement Coordinator or other designated officer in all matters relating to the job.

The successful candidate will be required to update their knowledge and skills to fit the changing requirements of the post. Therefore, this Job Description is an outline of the current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. It will be reviewed and updated in line with future needs.

The successful candidate will be required to maintain, enhance and develop their knowledge, skills and attitudes necessary to respond to a changing situation.

Signature of Job Holder:	Signature of Line Manager or Designated Officer:
Job Title:	Job Title:
Date:	Date: