



Working together, we can improve each other's lives

Clarecare is a professional social enterprise with charitable status, providing a range of people centred social services to individuals and families in County Clare for over 50 years. Current services provided include Family Support, Elderly Care Services, Counselling and Bushypark Residential Addiction Treatment Centre. Clarecare's headquarters are based in Ennis with local offices in Shannon, Kilrush, Killaloe and Ennistymon. Further information is available on www.clarecare.ie www.bushypark.ie

Applications are invited for the following role:

Homecare & Centre Co-ordinator – Killaloe Full-time, Permanent role

Based in our Killaloe Centre, we require a motivated, dynamic and organised person who can manage the dual role of Homecare Co-ordinator & Centre Co-ordinator. The successful candidate will report to the Homecare Service Manager for Homecare matters and CEO for Centre operational matters.

Essential requirements include:

- Minimum of 3 years relevant experience leading and motivating a large team within a Healthcare/Social Care setting for vulnerable adults (preferably Homecare).
- Strong leadership qualities and clear business acumen.
- Experience of assessing client's social, emotional & care needs.
- Experience of liaising with services on behalf of clients in a professional capacity.
- Be proactive with excellent communication, interpersonal, leadership, problem solving and decision-making skills.
- Well developed IT skills - MS Office, Outlook, Database management, with experience of report writing.
- Have the ability to plan and manage own workload and ensure deadlines are met.
- Demonstrate excellent organisational skills as the role requires the capacity to work in a demanding post; managing time, commitments and priorities effectively.
- Flexibility regarding work hours is essential.

[Copy of full Job Description for this role is attached.](#)

For informal enquiries, please contact: Catriona Lavelle, CEO on 087 - 2802948 or email: clavelle@clarecare.ie

To apply: Please send an up to date Curriculum Vitae together with cover letter incorporating examples of your knowledge, experience and core competencies specified in the job spec. to Carmel Keane, Administration (HR) Manager, Clarecare, Harmony Row, Ennis, Co. Clare V95 F8CN or via email to: ckeane@clarecare.ie

Closing date for receipt of applications is 5.00 p.m. on Friday, 11th September 2020. Late applications will not be accepted.

Shortlisting for interview will apply on the basis of information submitted on the application.

**PLEASE DO NOT APPLY FOR THIS POSITION IF YOU DO NOT HOLD THE ESSENTIAL REQUIREMENTS.
*Clarecare is an Equal Opportunities Employer***