



*Providing professional and caring support to individuals and families throughout County Clare*

With over 50 years of service to the people of Clare; Clarecare is a professional social enterprise organisation with charitable status, providing a range of people centred social services to individuals and families in County Clare. 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](http://www.clarecare.ie) [www.bushypark.ie](http://www.bushypark.ie)

### **JOB DESCRIPTION**

**TITLE: Homecare & Centre Co-ordinator – Killaloe  
full-time permanent role  
(Subject to funding and successful completion of probation)**

#### **DESCRIPTION OF ROLE:**

We require a motivated, dynamic and organised person who can manage the dual role of Homecare Co-ordinator & Centre Co-ordinator. The successful candidate must be able to prioritise their own workload according to demand and also be somebody with a keen eye for detail. Please refer to full outline of position below.

**JOB RELATIONS:** The Homecare & Centre Co-ordinator will report to the Homecare Service Manager for Homecare matters and the Chief Executive Officer (CEO) for Centre Co-ordinator operational matters.

**HOURS OF WORK:** Monday to Friday 9.00 a.m. – 5.00 p.m. (inclusive of 30 mins. lunch paid break) i.e. 37.5 hour working week. This position may involve evening or weekend work (as required) and you are required to be flexible regarding your work hours.

**ANNUAL LEAVE ENTITLEMENT:** Yearly Annual Leave entitlement for this full-time role is 26 days per annum.

**JOB LOCATION:** The office base for this position will be Clarecare's Killaloe office. You may, if required, be assigned by the Homecare Service Manager/Chief Executive Officer or designate; to the organisation's other places of business/centre locations. You will be given as much notice of any such change of place of work as is reasonably practicable.

The successful candidate will be required to travel within Co. Clare to Clarecare's other Centre locations. Therefore, flexibility and willingness to travel is required. You will be required to use your private car to travel for work purposes and must indemnify Clarecare in respect of same.

## **RESPONSIBILITIES OF THE POSITION:**

### **General Responsibilities:**

- To be accountable to your designated Line Manager(s).
- To adhere to Clarecare policies and procedures in relation to all work with Clarecare.
- To maintain file records in accordance with the Clarecare standards.
- To complete and submit statistical information in a timely manner as required.
- To work as part of the wider Clarecare structure and carry out duties as required.
- To support the work of staff, volunteers, students and others involved in Clarecare.
- To attend and participate in professional supervision with the designated line manager.
- To engage in continuing professional development opportunities.
- To maintain professional boundaries in all work with clients.
- To attend relevant staff and client meetings.
- To perform such other duties appropriate to the office as may be assigned to you.

## **SPECIFIC REQUIREMENTS FOR THE POSITION**

### **Homecare Co-ordinator**

**ROLE:** To manage the delivery of the Homecare service to clients within the approved budgetary allocation in the designated area i.e. North Clare. The successful candidate will work as part of the Homecare team in Clarecare and liaise regularly with same. Flexibility and willingness to travel is essential. You may be required to work outside of normal hours if necessary. Training and supervision will be provided to the successful candidate.

**JOB RELATIONS:** The Homecare Co-ordinator will work as part of the Homecare Team in Clarecare and will report to the Homecare Service Manager.

### **General Responsibilities:**

- To be accountable to the Homecare Service Manager or delegate, and work in conjunction with Homecare Co-ordinators and other Clarecare personnel.
- To adhere to the Clarecare policies and procedures and policies.
- To work as part of the wider Clarecare Structure.
- To maintain files in accordance with Clarecare standards in order to ensure adherence to record keeping/data protection practices in place.
- To fulfil the administrative responsibilities of the post.
- To complete statistics for HSE and/or as required by the Homecare Service Manager.

- To attend supervision with the Homecare Service Manager and maintain professional boundaries in all work with clients/other professionals/Agencies/Clarecare staff members.
- To perform such other duties appropriate to the office as may be assigned to you by the Homecare Service Manager or designate.
- Be committed to his/her ongoing training and development.
- Ability to maintain the principles of confidentiality in all areas of work.

### **Specific Responsibilities:**

- To recruit, supervise, co-ordinate and support the work of approx. 80 Carers.
- To manage the delivery of a homecare service to up to 180 clients.
- To arrange the induction and ongoing training of homecare to ensure the delivery of a quality service.
- To work as part of a team both in the Homecare service and as part of the wider Clarecare structure.
- To be flexible and adaptable in one's approach to work with clients. The work may include irregular hours and occasional weekend work.
- Travel in Co. Clare and surrounding area will form part of this role. Is it therefore, essential that suitable candidates have access to a motor car and must indemnify Clarecare on their private motor insurance policy.
- To liaise with health professionals, other Clarecare staff and voluntary organisations as necessary.
- To attend all relevant staff, client & network meetings.
- To keep and maintain appropriate records of clients in receipt of the homecare service.
- To keep and maintain appropriate records in relation to Carers including hours assigned, worked, annual leave, sick leave, etc.
- To prepare, certify and approve pay sheets and travel expenses for team members.
- To convey as appropriate to other professionals, concerns reported by homecare in relation to clients' conditions.
- To carry out any other duties that may be assigned from time to time.

### **Centre Co-ordinator**

#### **General Responsibilities:**

- To be accountable to the CEO or delegate, and work in conjunction with Service Line Managers and other Clarecare personnel.
- Refer to "General Responsibilities" section above.

#### **Specific Responsibilities:**

- In conjunction with each Service area Line Manager, oversee the day to day operation of the Killaloe Centre and its various services e.g. Homecare, Thrift Shop, Reception, Day Centre for Older Persons, CE Scheme participants etc.
- In conjunction with the Day Centre Supervisor, review and enhance activities (where relevant) in line with Day Centre client interests.

- Carry out the administration required to provide an efficient and effective Day Care Centre e.g. ordering goods/services, KPI returns to HSE, etc.
- Implement new and innovative models of practice in Day Care.
- Develop and expand the Day Centre Service e.g. days of operation and levels of attendance.
- Enhance and develop relationships with stakeholders e.g. Primary Care Team, GP's, local community groups, etc.
- Represent Clarecare at MDT meetings, media relations, local community events, etc.
- Any other relevant duties as assigned.

## **REQUIREMENTS/QUALIFICATIONS FOR THE POSITION**

### **Essential Requirements:**

- Minimum of 3 years relevant experience leading and motivating a large team within a Healthcare/Social Care setting for vulnerable adults (preferably Homecare).
- Have obtained such a standard of education as to enable him/her discharge the duties of the post satisfactorily.
- Strong leadership qualities and clear business acumen.
- The ability to stay calm under pressure and use your own initiative.
- Experience of assessing client's social, emotional & care needs.
- Be proactive with excellent communication, interpersonal, leadership, problem solving and decision-making skills.
- Have the ability to plan and manage own workload and ensure deadlines are met.
- Experience of liaising with services on behalf of clients in a professional capacity.
- Ability to demonstrate understanding of issues/dilemmas which may arise for vulnerable people.
- Well developed IT skills - MS Office, Outlook, Database management, with experience of report writing.
- Ability to communicate appropriately with clients and their families, staff and other statutory and voluntary agencies.
- Ability to maintain professional boundaries with all clients and agencies.
- Ability to work as part of a team and to use one's own initiative when required.
- Ability to maintain the principles of confidentiality in all areas of work.
- A positive 'fit to work' medical.
- Positive Garda vetting disclosure via Clarecare.
- Two positive written references, from your current and most recent employer.
- Use of a car & Full clean driving licence.
- Adequate insurance to cover the use of your own car for work and to indemnify Clarecare in respect of this.

**Desirable:**

- Healthcare/Social Care Qualification.
- Experience of HIQA compliance/accreditation processes

**The salary on offer for this position is commensurate with experience and available upon request.**

**NOTE:** The foregoing contains an outline of the main duties and cannot be complete. Tasks may arise which may not appear to fall within this job description. You will be required to respond flexibly when adhoc tasks arise which are not specifically covered in this job description. This includes additional duties which may arise from an operational perspective or from future legislation affecting the Charities sector.