



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 Bushypark, Shannon, Kilrush, Killaloe and Ennistymon. Further information is available on www.clarecare.ie www.bushypark.ie

JOB DESCRIPTION

TITLE: Training Officer – Part-time, Permanent role x 4 days per week

DESCRIPTION OF ROLE:

We are looking for an individual who is committed to the values of training and believes in giving staff the opportunity to better themselves through continuous professional development (CPD). The Training Officer is responsible for providing training and development to all staff (circa 400 employees) within Clarecare in order to ensure staff have the correct knowledge and skills to carry out their role effectively. This will include new appointments to the Service.

We require a motivated, dynamic and organised person who can manage and prioritise their own workload according to demand and also somebody with a keen eye for detail.

JOB RELATIONS: The Training Officer will report directly to the HR Manager with dotted line reporting to the Homecare Services Manager and will be an integral member of the wider Clarecare structure.

HOURS OF WORK: Monday to Thursday or Tuesday to Friday, 9.30 a.m. – 5.00 p.m. (inclusive of 30 mins. paid break per day) i.e. 28 net work hours per week excl. daily break. 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 part-time role is 21 days per annum. Leave year runs from 1st January – 31st December inclusive.

JOB LOCATION: The office base for this position will be Clarecare's Ennis office. You may, if required, be assigned by the Chief Executive Officer/Line Manager 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.
- 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

- Provide a dedicated training service across all Clarecare Services and Centre locations. You will be expected to deliver the following courses within a classroom / group based setting and/or live online training sessions in the following areas/disciplines (view Mandatory Training and other Training requirements below):

1) Mandatory Training (where relevant):

- Care Skills (QQI Level 5)
- Care of the Older Person (QQI Level 5)
- Children's First Training
- Safeguarding of Vulnerable Adults
- Introduction to Hand Hygiene
- Introduction to Infection Prevention & Control
- Putting on and taking off PPE in community healthcare setting
- Palliative Care amongst other modules of QQI Level 5 accreditation
- Basic Food Hygiene (HACCP)
- Fire Safety
- Manual Handling
- Patient Moving and Assisting
- First Aid at Work including CPR and Epipen basic and refresher training
- Medications, Nutrition and Safeguarding

2. Other Training delivery requirements:

- Health and Safety in the Workplace
- Risk Awareness/Risk Management
- Induction and Refresher Training
- Dementia Awareness Training
- Pressure area care
- Crisis Prevention Training – Management of Actual & Potential Aggression.
- Etc.

The role responsibilities include:

- Working with Senior Management/Line Managers across the Service, design and implement training plans for all staff to ensure staff have the right skillset and knowledge to effectively carry out their roles.
- Ensure accurate recording of learner information and learner progress onto required reports.
- For the most part, design and deliver training yourself or in exceptional circumstances, commission training from external suppliers
- Evaluate the effectiveness of training delivered.
- Devise and implement a system for retaining training records for all staff to assist with notifications for refresher training, noting that the Homecare Service utilises its dedicated OneTouch database system to record all training.
- Supporting staff who are completing qualifications and assessing their work (where relevant).
- Support, advise and motivate staff. Overcome barriers to learning and adapt delivery to meet learner's needs and keeping learner's informed of their progress.
- Ensure staff are trained to current standards by assisting the Service to ensure their induction programme and further training meet the requirements of Clarecare (in line with legislation and legal requirements/SLA/Audits and Tender requirements) and can be evidenced from a training records perspective.
- Communicate directly with staff and others and ensure timely reporting and follow-up of learner concerns or other significant issues.
- Attain and exceed targets and KPIs for this role.
- Establish and maintain relationships to develop and grow the training function within Clarecare.
- Establish and maintain relationships with staff to ensure they are treated fairly and given fair access to courses in line with training requirements for their role.

Essential Requirements:

- Qualified to a minimum of Train the Trainer Level 6 QQI or above.
- Minimum of 2 years relevant training/instructor experience in a Healthcare or related field, delivering the mandatory and other training requirements as outlined in this spec. in class-room/group/live online training platforms.

- Hold the necessary knowledge, skills and competence to plan, design, deliver, assess and evaluate training.
- A calm and confident manner is essential for this role.
- Be energetic, have excellent communication, presentation and administration skills.
- To demonstrate excellent organisational skills as the role requires the capacity to work in a demanding post; managing time, commitments and priorities effectively.
- Ability to motivate others.
- Hold a full current driving licence, have your own transport and be willing to travel on behalf of Clarecare and indemnify Clarecare in respect of this.
- Experience of writing reports and confident knowledge and use of Microsoft Office, online training platforms/systems.
- Effective communication skills (written and verbal).
- Experience in managing high workloads with a sound knowledge of GDPR principles.
- Basic knowledge of recruitment & HR.
- 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.
- Ability to promote and maintain boundaries and professional conduct at all times.
- A positive 'fit to work' medical.
- A positive Garda vetting reference.
- Two positive written references from current and most recent employer.

Desirable Criteria

- Healthcare qualification level 5 or above

Remuneration:

The salary for this position reflects the relevant pay scale within Clarecare and the available budget. **The salary on offer for this part-time permanent 4 days per week position is commensurate with experience and available from the HR Manager on 086 – 4161520.**

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.