



Clarecare's vision is to be the trusted quality care provider within our communities by supporting individuals and families to reach their full potential.

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

JOB DESCRIPTION

TITLE: Assistant Supervisor – Community Employment (CE) Scheme
Full-time Permanent Contract (subject to continued receipt of DSP Funding)

DESCRIPTION OF ROLE: Clarecare sponsors a Community Employment programme and provides course participants with the opportunity to achieve a QQI Major Award and gain valuable work experience in a social enterprise setting. The Assistant Supervisor assists with ensuring the effective and efficient administration and co-ordination of the CE project. This includes the day to day management of the CE Scheme including, but not limited to, the financial management of the programme, recruitment, the implementation of DSP guidelines and providing effective cover for the Supervisor where appropriate.

JOB RELATIONS: The Assistant CE Supervisor will report to the Community Employment (CE) Supervisor.

HOURS OF WORK: Hours of work are 39 hours per week excluding breaks. The working day will be 8.30 a.m. – 5.00 p.m. inclusive of a 30 mins. lunch break per day Monday to Thursday and 8.30 a.m. – 4.00 p.m. (inclusive of break) on Friday. You are required to be flexible regarding your work hours depending on operational requirements.

ANNUAL LEAVE: 20 days AL available in accordance with the DSP guidelines for funding a 52 week working cycle.

JOB LOCATION: The office base for this position will be Clarecare's office Harmony Row, Co. Clare. The successful candidate will be required to travel within Co. Clare to Clarecare's other Centre locations where CE Participants are based e.g. Ennistymon, Killaloe. 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 on your private motor insurance policy in respect of same.

Probation: Probation period of employment with formal reviews is 6 months duration.

PRINCIPAL DUTIES & RESPONSIBILITIES OF THE POSITION:

- Assist the CE Supervisor in the recruitment of new participants
- Assist in the business administration of the project as directed by the Sponsor.
- Assist in maintaining efficient and effective administrative and financial functions e.g. time keeping record system for participants in multi-locations.
- Assist in the preparation of financial returns i.e. wages claims, materials claims and Participant Development Grant claims as deemed appropriate.
- Assist in the maintenance and provision of all recording/tracking systems as may be required by the Supervisor, the Sponsor and/or the DSP, e.g. attendance and absence records, follow-up and progression.
- Assist the CE Supervisor in sourcing and costing effective training/development opportunities to meet the training needs identified in participants Individual Learning Plans (ILPs)

- Maintaining accurate training records
- Assist the CE Supervisor and Line Managers in supporting, monitoring and evaluating the training needs of participants and effectiveness of training delivered by training providers.
- Provide effective supervisory cover in the absence of the CE Supervisor as directed by Clarecare.
- Preparing payroll claims through the Application for Wages and Supervision Sheet system (AWS)
- Liaising with Department of Social Protection (DSP) and Clarecare relating to all aspects of programme management
- To provide effective supervisory cover in the absence of the CE Supervisor as directed by the Sponsor.
- Assist in planning and coordinating the agreed/approved work schedules for participants.
- Assist in ensuring the CE scheme is compliant with financial and programme and training monitoring requirements as detailed in relevant CE procedures.
- Carry out any other function relevant to the position of Assistance Supervisor (CE) as directed by the CE Supervisor/Sponsor.
- Participate in any training relevant to the position of Assistant Supervisor – CE Scheme.

PERSON SPECIFICATION:

Essential Education/Knowledge/Experience:

- Qualification: QQI Level 6 on the National Framework of Qualifications (NFQ).
- Have a reasonable knowledge and understanding of the role of the CE Assistant Supervisor in terms of the administration and day to day running of a CE scheme, i.e. computerized accounts and payroll.
- Previous experience in office administration, accounts and payroll, Microsoft office software with a high level of keyboard and computerised office skills including computerised accounts.
- Good communication skills.
- Competent writing and reporting skills.
- Ability to work effectively in a team environment and ability to prioritise tasks.
- Candidates must be fully competent and capable of undertaking the duties attached to the position and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.
- Experience working in a regulated environment
- Full clean drivers licence and access to own car. You will be required to provide insurance indemnity on your private motor insurance policy to Clarecare.

Skills/Competencies and/or Knowledge:

- Demonstrated experience in training and development
- Excellent administrative skills and organisational skills
- Knowledge and experience of work with I.T. systems, e.g. Welfare Partners
- Excellent computer skills across a range of programmes, i.e. Microsoft Office
- Excellent written and verbal communication skills
- Ability to be flexible and work as part of a team and maintain a high level of confidentiality
- Ability to communicate effectively with others (team meetings and individual formal/informal 1:1 meetings) and demonstrate empathy when supporting participants
- Ability to work on their own initiative
- Have a reasonable knowledge and understanding of the Community Employment Assistant Supervisor in terms of the administration and day to day running of a Community Employment Scheme and its activities.
- Database inputs daily with use of platforms e.g., Welfare Partners and ILP's

- Previous experience in office administration.
- Skills in Excel and other MS Office applications are desirable.
- Skills relevant to people management through previous work experience.
- Must have effective communication skills.
- To participate in annual appraisals and assist in identifying your own job related development and training needs.
- Ability to work effectively in a team environment and ability to prioritise tasks.
- Must have previous office management/supervisory experience, be computer literate with the necessary skills to undertake all of the admin duties required for the scheme at this level, be able to work as part of a team, have knowledge of community activities and work and have good communication and inter-personal skills.
- Flexibility, adaptability and openness to working effectively in a changing environment.
- Some knowledge of ILP's (Individual Learning Plan's) is desirable but not essential

Internal Relationships:	External Relationships:
<ul style="list-style-type: none"> • CE Supervisor and CE Participants • Senior Management Team – Clarecare • Other CE locations in Clarecare 	<ul style="list-style-type: none"> • DSP Personnel
Salary on offer:	The CE Scheme is funded by the DSP. Salary is available upon request from HR on 086 – 4161520.
Employee Benefits include:	<ul style="list-style-type: none"> • Statutory holiday entitlement, which is 8% of the hours an Assistant Supervisor works in a leave year (but subject to a maximum of 4 working weeks (5 days per week)) plus public holidays applies. • Sick Leave: DSP will provide grant support for up to 15 days certified and 4 days uncertified for any full-time Assistant Supervisor during the 52-week project period of CE Schemes. • Access to Personal Retirement Savings Account (PRSA) Pension Scheme. • Employee Assistance Programme (EAP) Services for you and your family via VHI. • Payroll deduction facility for Hospital Plan cover. • Cycle to Work Scheme.

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.