

## **Clarecare: Scheduling Administration Assistant – Home Support Service (<https://www.activelink.ie/node/115805>)**



Clarecare is a professional accredited social enterprise with charitable status, providing a range of person-centred services for over 57 years to individuals and families in Co. Clare. Current services include Family Support, Older Person Services and Bushypark Residential Addiction Treatment Services. 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](http://www.clarecare.ie) (<http://www.clarecare.ie>) [www.bushypark.ie](http://www.bushypark.ie) (<http://www.bushypark.ie>)

**Our Vision:** is to be the trusted quality care provider within our communities by supporting individuals and families to reach their full potential.

**Our Mission:** is to provide person-centred services to individuals and families within our communities.

**Our Core Values:** • Collaborate • Accountability • Respect • Empathy • Trust

## **Scheduling Admin. Assistant – Home Support Service – Shannon area**

### **Full-time Permanent Contract**

### **ROLE:**

The Scheduling Administration Assistant will be responsible in this role for the co-ordination and management of the rostering process for frontline Home Support Workers working in the community as members of our Home Support Service. Home Support Workers deliver a model of care which is person centred, community focussed and has an appreciation of the needs of the service user. The successful candidate will work as part of the Home Support Service 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. Further training and supervision will be provided to the successful candidate.

### **OBJECTIVE:**

The Home Support Service aims to provide an efficient and smooth-running Home Support Service in Clarecare and throughout Co. Clare.

### **JOB RELATIONS:**

The successful candidate will work as part of a wider Home Support Service team in Clarecare and will link as relevant, with other relevant Departments/Services within Clarecare. This position reports operationally to the Home Support Area Manager with dotted line reporting to the Home Support Service Manager in Clarecare.

### **JOB LOCATION:**

The position is currently based at Clarecare's offices at Shannon Business Centre, Shannon, Co. Clare. Location will change once Clarecare's new Shannon build is complete. The successful candidate may be requested to travel to other Clarecare centre locations throughout Co. Clare in the course of his/her work as and when required.

**CONTRACT/HOURS OF WORK:**

This is a full-time, permanent contract of employment. Working 5 days per week (Monday to Friday) inclusive. Hours of work are from 9.30 a.m. to 5 p.m. on a daily basis. Flexibility regarding work hours/work days is required.

**ON-CALL OUT OF HOURS SERVICE:**

You will be required (mandatory) as a member of the overall Home Support Team to provide an out of hours on-call service under the terms in which the On-Call Service roster operates. This means you must be available to work, i.e. take calls from HSW's or Home Support Clients to respond to urgent or emergency situations outside of normal working hours (as follows):

**Current on call hours of service:**

- Monday to Friday: 08:00 to 09:30 and 17:00 to 22:00 daily
- Saturday: 08:00 to 22:00
- Sunday (and Public Holidays): 08:00 to 22:00

You will receive an on-call payment upon the terms of which the on-call service roster operates.

**ANNUAL LEAVE ENTITLEMENT:**

The yearly (Jan-Dec incl.) annual leave entitlement per annum for this full-time, permanent contract of employment is 26 days per annum excl. Public Holidays.

**Please see Job Description attached below.**

**To Apply:**

To apply for the position by closing date Friday, 6th June @ 5pm, please access the following link:  
<https://api.occupop.com/shared/job/scheduling-admin-assistant-clarecare-h-4dd48>  
(<https://api.occupop.com/shared/job/scheduling-admin-assistant-clarecare-h-4dd48>)

**Region**  
Shannon, Co Clare

**Date Entered/Updated**  
23rd May, 2025

**Expiry Date**  
6th Jun, 2025

Attachment	Size
<a href="#">Scheduling Admin Assistant-Shannon-Full-timePerm-May2025.pdf</a>	167.81 KB

**Source URL:** <https://www.activelink.ie/vacancies/community/115805-clarecare-scheduling-administration-assistant-home-support-service>