**Home Care Coordinator – Donegal**

The Alzheimer Society of Ireland works across the country in the heart of local communities providing dementia specific services and advocating for the rights of people affected by dementia to quality supports and services.

Our vision is an Ireland where people on the journey of dementia are valued and supported. To achieve our vision and mission we work by our values of respect, empathy, integrity, striving for excellence and inclusiveness.

A national non-profit organisation, The Alzheimer Society of Ireland is person centred, rights-based and grassroots led with the voice of the person with dementia and their carer at its core.

The ASI is currently recruiting a Home Care Coordinator for Donegal with offices based in 2A Mill Row, Donegal Town, Donegal, and assigned family homes, who will report to the General Manager .

This is a fixed term contract for 12 months working 35 hours per week.

The Home Care Coordinatoris responsible for coordinating the Home Care Service in the local area, along with assessing the needs of clients and carers, assigning staff to clients based on their needs and reviewing these assignments regularly.

To be successful in this role you will need to be a Registered Nurse with An Bord Altranais with Supervisory skills and knowledge of the voluntary sector, older people issues and dementia.

You will need strong management skills with a strong client focus and be able to work on your own initiative as well as part of a team.

You must be a registered nurse. ­

A full driving licence is essential .

Salary will be commensurate with the care sector, and dependent on relevant experience.

If you are interested in applying for this post, please submit a full and up-to-date CV and covering letter explaining why you feel you could undertake this role and send it to **Carol Molloy, General Manager at** **carol.molloy@alzheimer.ie**

Closing date for applications is: **18th January 2021**

The Alzheimer Society of Ireland is an Equal Opportunities Employer.

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| **JOB DESCRIPTION** |
| **Job Title:** Homecare Coordinator  | **Job Holder:**  |
| **Job Location:** Donegal  | **Reports to:** General Manager Donegal Services  |

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| **Role Purpose**  |
| The Home Care Coordinator is responsible for providing best practice dementia specific care to all the clients in Homecare services He/she provides and promotes a model of care which is person centred, community focused and has an appreciation of the needs of the carer. He/she is responsible for managing and guiding all of the staff required to run the service. He/she is responsible for health and safety and administration of the service. |

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| **Main Duties and Responsibilities:**  |
| **Client Care / Assessments / Follow Up** * Assess and provide appropriate client care in line with agreed guidelines
* Assess , identify and manage the needs of existing and potential clients
* Carry out and input into assessment ( initial and ongoing ) of clients and decide whether homecare or daycare is / are the most appropriate service to offer the client
* Produce a detailed specification of the clients home care needs so that these can be matched to the work specification given to the home carer
* Review clients on a regular basis by liaising with those responsible for providing care to the client and convey to the clients primary carer / other health care professional any concerns on client welfare
* Identify gaps in care provision and devise plans in how to address those needs
* Manage waiting lists for home care services in an efficient and effective manner
* Manage health and safety concerns by carrying out risk assessments and ensuring any issues or concerns are dealt with appropriately
* Match the client, taking their individual needs and preferences into account, with the most appropriate carer
* Respect the rights, dignity and confidentiality of all clients that utilise our services and their carers/advocates.
* Build up a trusting relationship with clients and their carers so that they feel secure in the service.
* Provide a service to the client that focuses on increasing their self esteem and provides a better quality of life for the client and their carers.
* In consultation with the clients, carers/advocates, care workers in the service, devise and implement suitable holistic care plans for the clients
* Liaise with Home Care Co-ordinators/PHN’s regarding clients requirements for additional services if necessary
* Escalate any client nursing concerns to the PHN
* Promote good relationships with carers and a partnership in care approach.
* Provide phone support and relay information to family carers on issues arising / feedback received from care staff in the daily care of a client in the service.
* Provide care supports and education to family carers
* Arrange additional services eg chiropody visits if necessary
* Document any client accidents/incidents or complaints reported to you and report them to the Operations Manager, QSPD and HR if necessary

**Management*** Supervise, co-ordinate and support the work of all staff assigned to him/her
* Coordinate recruitment, induction and ongoing management of staff for the service
* Manage all staff by ensuring clarity of roles, assignment of duties, arrangement of leave etc.
* Ensure all staff are trained and confident in their roles and that all staff training is up to date
* Ensure that all new employees receive appropriate induction and their ongoing training needs are periodically reviewed and actioned.
* Ensure fair and consistent application of all Society policies and procedures as applicable to the service.
* Conduct regular performance reviews with all staff and deal with any breaches of policy, disciplinary or grievance matters in a timely manner.
* Hold regular meetings with staff on matters relating to the running of the service, care provision, staff matters, updates of existing policies and procedures, induction to new policies etc.
* Deal with any staff issues in a timely and effective manner. Liaise and take advice from HR where necessary.
* Ensure that an open, learning culture is created and maintained.
* Keep and maintain appropriate records in relation to all home carers assigned to him / her including pay, all forms of leave etc.
* Prepare , certify and approve pay sheets and travelling expenses for carers

**Administration*** Carry out the administration required to provide an efficient and effective service:
* Keep and maintain appropriate records of clients in all services
* Input required data into the billing system for issuing invoices to clients.
* Ensure that accurate statistics are recorded for the service and provide reports to the Operations Manager, ASI and the HSE in regard to same.
* Liaise with the client’s primary carer and public health nurse where necessary
* Maintain all required record systems relating to management of the service & staff, make available to National Office and Operations Manager such records as required
* Process correspondence from client’s primary carer and administer any processing of payments etc.
* Ensure safe keeping of donations / fundraising monies / client money given to you
* Maintain daily records of service received

**Other*** Ensure there is an awareness of the issues relating to dementia at a local level and promote the services provided locally by the Society:
* Ensure compliance with the HSE service level agreement by way of hours delivery that are required to be provided in the area
* Network and liaise with other service providers, health professionals and potential referral sources e.g PHN’s, GP’s etc to promote the service.
* Organise events/seminars that could help promote the service
* Support in fundraising activities from time to time e.g Tea Day, Christmas sales etc.
* Attend training courses, conferences and meetings with the Operations Manager as required
* Carry out any other duties that may be assigned from time to time.

The principal accountabilities outline the main duties of the role. However in an organisation such as the society, It is inevitable that tasks may arise which may not fall within the remit of the above list of main duties. Employees are therefore required to respond with a flexible approach when tasks arise which are not specifically covered in their job description. Should an additional responsibility become a regular part of an employee’s job, the job description will be amended to reflect this  |

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| **PERSON SPECIFICATION:**  |
| **Knowledge/Experience :*** Registered Nurse with An Bord Altranais
* Supervisory skills
* Knowledge of the voluntary sector, older people issues and dementia
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| **Skills/Competencies:*** Strong client focus:
* Commitment to deliver a high quality person centred care service
* Empathy and respect for the rights of the individual with dementia
* Good observational skills
* Management Skills:
* Ability to supervise, manage and motivate a team of carers
* Ability to plan and manage change
* Excellent organisational skills in the area of general administration, resource allocation etc.
* Financial awareness and ability to operate centre within budget
* Ability to handle effectively challenging deadlines and multiple tasks
* Excellent communication and interpersonal skills
* An understanding of legislation relevant to the role e.g. Health and Safety, Employment legislation etc.
* Comprehensive understanding of the Irish health system and structures
* Experienced computer user with strong MS office skills
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| **Other Requirements:*** Patience
* Empathy
* Reliability
* Flexibility
* Enthusiasm
* Confidentiality
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| **KEY RELATIONSHIPS** |
| InternalGeneral Manager Operations ManagerOther Society Service Managers in regionPRFundraisingInformationLearning & development DepartmentHR | ExternalPHNsGPs Psychiatric community servicesCommunity care service providersOther voluntary organisationsLocal nursing home |

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| **Job Description agreed by staff member & line manager** |
| Signed: Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name in block capitals\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signed: Line Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name in block capitals\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date:  | Date:  |