



### **Day Centre Manager – Social Care Manager – Orchard Day Centre**

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 affected by dementia are valued and supported.

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.

We are recruiting a Day Centre Manager to lead the Orchard Day Centre. Centre is in The Orchard Day Centre, Temple Rd, Rockfield, Blackrock, Co. Dublin, A94 N8Y0.

This is a permanent contract working 39 hours per week. The centre operations Monday to Friday (9am to 5pm)

To be successful in this role you will need experience in caring for the person with dementia. You will be required to have experience in Human Resource Management, Financial management, Quality standards and risk management. You will need good communication skills, be open and enthusiastic, have a positive attitude, lead by example, make staff feel valued, and be able to work on your own initiative as well as part of a team.

Within the service there are care workers, administrative support & maintenance support. National Office provides shared services support across a number of functions, including HR/ H&S/ Quality Standard & Practices/ Communications/ Facilities/ IT/ Finance.

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

A detailed job description is available on The ASI website: [www.alzheimer.ie/careers](http://www.alzheimer.ie/careers)

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 [recruit@alzheimer.ie](mailto:recruit@alzheimer.ie)

Closing date for applications is **2<sup>nd</sup> August 2024**.

The Alzheimer Society of Ireland is an Equal Opportunities Employer.

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Key Skills Required:

**PERSON SPECIFICATION:**

**Knowledge/Experience :**

**Essential**

- Degree or foreign equivalent (validated by NQAI) ideally in Nursing, Social Care, Applied Social Studies in Social Care, Applied Social Studies, Social Studies
- At least 5 years' experience in the health/social care or voluntary sector
- At least 3 years' of management experience in a similar role
- Experience of working with people with complex needs in a variety of different situations
- Demonstrated knowledge of the voluntary sector, older people issues and dementia
- Full clean driving license

**Desirable but not Essential**

- Registered Nurse with An Bord Altranais or postgraduate qualification in Dementia

**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

**Other Requirements:**

- Patience
- Empathy
- Reliability
- Flexibility
- Enthusiasm
- Confidentiality