



Daycare at Home Nurse Manager – Clonmel, Co Tipperary

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 Daycare at Home Nurse Manager to lead the Living Well with Dementia Daycare at Home Service, Le Cairde , Glenconnor Road, Clonmel, Co Tipperary , E91WK75 who will report to the Operations Manager.

This is a permanent contract working 37.5 hours per week, Monday to Friday.

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.

A Nursing Degree and registration with NMBI Degree or foreign equivalent (validated by QQI) ideally in Nursing, Social Care, Applied Social Studies in Social Care, Applied Social Studies, Social Studies is required.

Salary will be commensurate with the care sector, and at least 5 years' experience in the health/social care or voluntary sector is essential.

A detailed job description is available on The ASI website: 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

Closing date for applications is the 5th March 2026.

The Alzheimer Society of Ireland is an Equal Opportunities Employer.

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JOB DESCRIPTION

Job Title: Day Care at Home Nurse Manager	Job Holder:
Job Location: Clonmel	Reports to: Operations Manager

Purpose of Position:

The Day Care at Home Nurse Manager is responsible for providing the best practice dementia specific care to clients in the community and in their homes. He/she manages and co-ordinates person centered care and resources in the community and in the home in an efficient and effective manner for people living with dementia. He/she has responsibility for the supervision of Dementia Support / Care workers in their area and will work closely with other members of staff to ensure they are cognizant of other services which the client/family may be receiving so that they can help ensure that all services are delivered in an integrated seamless manner. He/she is responsible for health and safety and administration of the service while providing and promoting a model of care which is person centered, community focused and has an appreciation of the needs of the family carer.

Main Duties and Responsibilities:

- Supervise, co-ordinate and support the work of Dementia Support / Care workers assigned to him/her.
- Co-ordinate recruitment and ensure that all employees receive appropriate induction and their ongoing training needs are periodically reviewed and actioned.
- Ensure fair and consistent application of all the Alzheimer Society of Ireland 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.
- Liaise and take advice from HR where necessary.
- Hold regular individual and group staff meetings to discuss performance, service enhancements, client welfare and relevant operational or procedural matters.
- Schedule and issue the staff roster on a weekly/monthly basis based on the individual needs of clients and the requirement for the service to be cost efficient.
- Keep and maintain appropriate records in relation to all Dementia Support / Care workers assigned to him/her including pay, all forms of leave etc.
- Prepare, certify, and approve pay sheets and travelling expenses for Dementia Support / Care workers
- Ensure there is good communication between the Dementia Support / Care workers and family carers.
- Attend training courses, conferences and meetings with the Operations Manager as required
- Carry out the administration required to provide an efficient and effective service in the area
- Ensure that accurate statistics are recorded for the service and provide reports to the Operations Manager and the HSE regarding same.



- Apply for grants and ensure any grant income received, and other income streams are utilized appropriately and to best effect.
- Maintain all required record systems relating to management of the service and make available to National Office and Operations Manager such records as required
- 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 service hours that need to be provided in the area.
- Network and liaise with other service providers, health and social care 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
- Assess, identify, and manage the needs of potential and existing clients:
- Carry out and input into the assessment (initial and ongoing) of clients and decide what are the most appropriate service(s) to offer the client
- Produce detailed specifications of the client's 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 client's primary carer/other health care professions any concerns on client welfare.
- Identify gaps in care provision and devise plans in how to address those needs.
- Manage waiting lists for the service in an efficient and effective manner
- Manage health and safety concerns by carrying out our risk assessments and ensuring any issues or concerns are dealt with appropriately
- Respect the rights, dignity and confidentiality of all clients and their carers/advocates.
- Provide a service for the client that focuses on increasing their self-esteem and provides a better quality of life for the client and their carers.
- Liaise with other Health and Social care professionals regarding client's ongoing needs and requirements
- Responsible for proper administration and recording of all care plans.
- Provide phone support and relay information to family carers on issues arising in the care of a client.
- Provide care support and education to family carers.
- Document any client accidents/incidents or complaints and report them to the Operations Manager and HR if necessary
- Carry out other duties that may be assigned from time to time

The above statements are intended to describe the general nature and level of work required from this position. They are not intended to be an exhaustive list of all responsibilities and activities required. In an organization 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.



PERSON SPECIFICATION:

Knowledge/Experience:

- A standard of education as to enable him/her to discharge the duties of the post satisfactorily
- Previous experience of working in a caring environment preferably caring for people with dementia, older people or people who have learning disabilities is essential
- Previous experience or an understanding of managing people or a service essential
- At least 5 years' post qualification experience in the health/social care or voluntary sector
- 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

Desirable

- Registered Nurse with NMBI is highly desirable or an equivalent social care qualification
- Management experience in a similar role
- Knowledge of the voluntary sector, older people issues and dementia

Skills/Competencies:

- Strong client focus:
 - Commitment to deliver a high-quality person-centered 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 Dementia Support Workers
 - Ability to plan and manage change
 - Excellent organisational skills in general administration, resource allocation etc.
 - Financial awareness and ability to operate service 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:

- Suitable personal transport
- Clean driver's license
- Patience
- Empathy
- Reliability
- Flexibility
- Enthusiasm
- Confidentiality

KEY RELATIONSHIPS

Internal

Operations Manager
Homecare Coordinators

External

PHNs
GPs



THE Alzheimer
SOCIETY OF IRELAND

Daycare Managers Fundraising Finance Information technology Learning & Development HR	HSE Community care service providers Other voluntary organisations Local nursing home
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Job Description agreed by staff member & line manager

Signed: Day Care at Home Nurse Manager _____ Name in block capitals _____	Signed: Operations Manager _____ Name in block capitals _____
Date:	Date: