



Support Services Coordinator - Thurles, 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 for a Support Services Coordinator for our MCST Activity Club based in Monastery Close, Thurles, Co Tipperary, E41 E6P4, who will report to the Operations Manager.

This is a purpose only contract working 2.5 hours per week.

The purpose of the role is to coordinate and facilitate the MCST Activity Club on a weekly basis. The club will provide weekly Maintenance Cognitive Stimulation Therapy (MCST) activity sessions for people living with dementia.

1-2 years' experience working in a similar role is essential. A FETAC level 5 qualification is desirable but not essential. Confidence in using IT/Email is also desirable.

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

Further information on the role is available on The Alzheimer Society of Ireland's website <https://alzheimer.ie/careers/>

If you are interested in applying for this post, please submit a full and up-to-date CV and cover letter explaining why you feel you could undertake this role and send it to recruit@alzheimer.ie

Closing date for applications is the **18th August 2026**

The Alzheimer Society of Ireland is an Equal Opportunities Employer.

JOB DESCRIPTION	
Job Title: Support Services Coordinator	Job Holder:
Job Location: Thurles, Co. Tipperary	Reports to: Operations Manager

JOB PURPOSE:
The purpose of the role is to coordinate and facilitate the MCST Activity Club on a regular basis. MCST Coordinator is responsible for facilitating Maintenance Cognitive Stimulation Therapy (MCST) activity sessions for people living with dementia.

PRINCIPAL ACCOUNTABILITIES:
Duties and Responsibilities • You will act as an introductory point of contact for clients, carers, families and representatives of the community who are often coming into contact with the Alzheimer's Society of Ireland (ASI) for the first time. • A key focus is to build trusting relationships with all stakeholders, so they feel secure and welcome in the service. • Respect the rights, dignity and confidentiality of all who attend. • Coordinate & facilitate the MCST Activity Club in line with the ASI guidelines for the operation. • Adhere to service provision guidelines, Health and Safety policies and procedures set out by the ASI. • Assist in promoting a positive and safe environment for all attendees. • Ensuring the room is set up and ready. • Adopting a person-centred approach at all times and ensuring staff / volunteers do likewise. • Will be responsible for inducting volunteers in line with the volunteer policy • Maintain a register of all attendees. • Staff / volunteer supervision and delegation of duties (when required). • Returning detailed attendance figures to help establish service demands • Lodgement of any donations received from attendees to designated bank account. • Maintain all required record systems relating to management of the service and make available to National Office and Service Manager such records as required

- Ensure fair and consistent application of all Society policies and procedures and compliance with GDPR
- Respect the rights, dignity and confidentiality of all clients, their carers/advocates and all persons attending the clubs.
- Escalate any health and safety issues or safeguarding concerns as required
- Reporting issues, queries, concerns to your line manager

The principal accountabilities outline the main duties. However, in an organisation such as the ASI, 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.

JOB HOLDER ENTRY REQUIRMENTS:

Knowledge (Education & related experience):

- Minimum of 1 -2 years' experience of working in a similar role
- Experience in health, social or disability care
- Experience of working with people living with dementia
- QQI Level 5 is desirable
- Training in dementia, care of elderly or related area an advantage
- Good planning, time management and organisational skills essential
- Strong Computer skills

Skills (Special training or competence):

- Ability to maintain confidentiality in respect of all staffing/volunteer and client matters
- Excellent communication and interpersonal skills
- Excellent organisational and prioritisation skills
- Accuracy and attention to detail
- Conscientious approach to work
- Ability to work independently and as part of a team
- Computer literate

KEY RELATIONSHIPS	
<u>Internal</u> Day Centre Managers/Nurse Managers Home Care Co-ordinators Operations Manager & Operations Team Dementia Advisers Volunteers/Branches/Friends of ASI National Office Departments	<u>External</u> Clients, carers and family members Suppliers GPs / PHN / Social workers HSE Community groups