

Dublin Support Services Coordinator

The Alzheimer Society of Ireland is currently recruiting for a **35 hour permanent position** for Dublin Support Services Coordinator to work across our Dublin Support Services. Leading out ASI's Activity Clubs & Coffee'n'Chat Clubs aimed at Younger-Onset Dementia & People with Early Stage Dementia. The hours will be Monday to Friday. There is no shift or weekend work. Mileage will be paid for travelling to services. Position will be based in centre/office nearest to successful applicant.

The Alzheimer Society of Ireland works across the country in the heart of local communities providing dementia specific services and supports and advocating for the rights and needs of all people living with dementia and their carers.

Our vision is an Ireland where people on the journey of 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.

The position involves providing information, support, and engaging activities for individuals with dementia, their carers, families, and the wider community, ensuring a person-centred approach. While running Activity Clubs, Social Clubs, Alzheimer Cafes. These services are aimed at those with Young Onset Dementia & Early Stage Dementia. Full role details are below.

This role offers a rewarding opportunity to make a meaningful difference in the lives of individuals affected by dementia, fostering inclusive, supportive, and engaging environments within the community.

You will need good communication and organizational skills and be able to work on your own initiative.

To be successful in this position it is essential you possess previous experience of undertaking social and cognitive stimulation activities with people with dementia, older people or people with intellectual disabilities.

A full clean driving license and access to a car is essential. A FETAC level 5 is desirable. Confidence in using IT/Email is also essential.

We are offering a competitive salary 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 9AM on Monday 24th August.

The Alzheimer Society of Ireland is an Equal Opportunities Employer.

Job Purpose:

The role focuses on developing, coordinating, and facilitating Alzheimer Support Services, including Activity Clubs, Coffee'n' Chat Clubs, Memory Cafés, Support Groups, Social Clubs for Young-Onset Dementia & People with Early Stage Dementia.

The position involves providing information, support, and engaging activities for individuals with dementia, their carers, families, and the wider community, ensuring a person-centred approach.

Key Responsibilities:**Service Development & Coordination:**

- Plan, organize, and oversee dementia support services.
- Ensure services align with best dementia care practices.
- Maintain accurate records and comply with data protection regulations.
- Adhere to Health & Safety policies and escalate safeguarding concerns.
- Manage volunteer induction and coordinate their involvement.

Facilitation & Engagement:

- Develop and lead engaging activities tailored to various dementia stages.
- Foster a supportive and inclusive environment for individuals with dementia and their carers.
- Encourage participation and ensure a person-centred approach.

Support & Information Provision:

- Offer emotional and practical support to service users.
- Signpost to relevant services and promote dementia awareness.

Community Collaboration & Networking:

- Develop partnerships with local organizations to enhance service delivery.
- Represent the organization at community events and meetings.

Monitoring & Evaluation:

- Gather feedback to improve services.
- Report on service performance and suggest improvements.

Requirements:**Education & Experience:**

- 1–2 years of experience in a similar role.
- Experience in coordinating community-based support services.
- Understanding of dementia and its impact on individuals and families.

- Training in dementia-related fields (QQI Level 5 desirable).
- Full driver's license required.

Skills:

- Strong interpersonal, communication, and organizational skills.
- Ability to work independently and as part of a team.
- Proficiency in IT systems (MS Office, databases).
- Confidentiality and attention to detail.

This role offers a fulfilling opportunity to support individuals living with dementia and their carers while fostering inclusive community engagement.