THE Alzheimer SOCIETY OF IRELAND

🌟 Join Our Team as a Day Centre Manager – Cahirciveen, Co. Kerry 🌟

Location: Cahirciveen, Co. Kerry
Contract: Permanent | **Hours:** 8 per week (Tuesdays)
Closing Date: 13th November 2026
Apply to: recruit@alzheimer.ie |**More info:** alzheimer.ie/careers

💙 Make a Real Difference

The Alzheimer Society of Ireland (ASI) works at the heart of local communities, providing dementia-specific services and championing the rights of people affected by dementia. Our vision is an Ireland where every person on the dementia journey is valued and fully supported.

🌍 About Us

We're a national non-profit rooted in local communities, advocating for the rights and needs of people living with dementia. Our vision is an Ireland where everyone on the dementia journey is **valued and supported**.

🧠 What You'll Do

As a **Day Centre Manager**, you will lead the delivery of best-practice, person-centred dementia care in the day centre. Your leadership will empower staff, support family carers, and help create a warm, welcoming, community-focused environment for clients.

✅ What You'll Need

- **Essential Knowledge & Experience**
  - Degree (or foreign equivalent validated by NQAI) in Social Care, Applied Social Studies, Social Studies, or related discipline.
  - Minimum 5 years' experience in health/social care or voluntary sector.
  - At least 3 years' management experience.
  - Experience supporting people with dementia or complex needs.
  - Understanding of the voluntary sector and older adult services.
  - Full clean driving licence.
- **Desirable**
  - Registered Nurse or postgraduate qualification in dementia/social care.

💼 What We Offer

- A **competitive salary** based on your experience.
- The chance to be part of a **values-driven, rights-based** organisation making a real impact.
- Travel expenses
- **Enhanced annual leave** and **public holiday pay**.

📩 Ready to Apply?

Please send your **CV and cover letter** outlining your suitability for this role to: **recruit@alzheimer.ie**

The Alzheimer Society of Ireland is an **Equal Opportunities Employer**.

JOB DESCRIPTION	
Job Title: Day Care Manager	**Job Holder:**
Job Location: Cahirciveen, Co. Kerry	**Reports to:** Operations Manager

Purpose of Position:

The Day Care Manager is responsible for providing best practice dementia specific care to all the clients in the Day Care Centre. 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 centre. He/she is responsible for health and safety and administration of the day care centre.

Main Duties and Responsibilities:

1. **Assess and provide appropriate client care in the centre:**
   - Respect the rights, dignity and confidentiality of all clients that attend the day care centre and their carers/advocates.
   - Build up a trusting relationship with clients and their carers so that they feel secure in the day care environment.
   - 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 and volunteers in the centre devise and implement suitable holistic care plans for the clients
   - Liaise with Home Care Co-ordinators/PHN's regarding clients requirements for day/home care service
   - Responsible for proper administration and recording of all care plans and medication prescribed to the client and the safe storage of same in the day care centre.
   - Provide stimulating and enjoying activities for the clients in a relaxed and homely environment in the centre
   - Escalate any client nursing concerns to the PHN
   - Promote good relationships with carers and a partnership in care approach. Welcome any visitors to the centre and give feedback to family carers regarding clients in the centre or consult with them on the wellbeing of their family member.
   - Provide phone support and relay information to family carers on issues arising in the daily care of a client in the centre.
   - Provide care supports and education to family carers
   - Arrange chiropody clinics weekly and administer and document payments for same
   - Document any client accidents/incidents or complaints and report them to the Operations manager and HR if necessary
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2. **Supervise, co-ordinate and support the work of all staff assigned to him/her:**
   - Manage all staff & volunteers i.e. carers, kitchen staff, bus drivers and escorts in the day care centre by ensuring clarity of roles, assignment of duties, adequate staff client ratios at all times, arrangement of leave etc.

- Ensure that all new employees and volunteers 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 day centre.
- 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 centre, 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 there is the required communication between the bus drivers, carers and family carers.
- Co-ordinate the Bus Drivers route and ensure adequate cover for the bus driver and carer/courier on the bus when necessary
- Ensure all the necessary maintenance and records associated with the bus are kept up to date
- Liaise with the Home Care Co-ordinator when staff cover is required in the centre or of necessary on client referrals
- Ensure staff and volunteers receive induction and ongoing training. Provide necessary reports and practical tasks for those doing FETAC Level 5. Maintain all necessary records and costs on same. Ensure staff training is up to date i.e. .People Moving and Handling, First Aid etc.
- Ensure that an open, learning culture is created and maintained.
- Advertise and recruit for volunteer activity staff and ensure all required paperwork is processed for these staff
- Assist in the placement of students looking for work experience in the centre. Give induction and ongoing supervision during their stay. Administer any paperwork required by the college for this student including if necessary the provision of a report on their performance whilst on the placement.

3. Carry out the administration required to provide an efficient and effective Day Care Centre:

- Keep and maintain appropriate records of clients in receipt of day care
- Input required data into the billing system for issuing invoices to day care clients.
- Ensure that accurate statistics are recorded for the day care service and provide reports to the Operations Manager, Committee and the HSE in regard to same.
- Liaise with the client's primary carer and public health nurse to complete the day care record
- Maintain desk diary and day book with all required communication
- Order the required numbers of dinners for each day and document same
- Process correspondence from client's primary carer and administer any processing of payments etc.
- Order required provisions for the day centre e.g. foods, kitchen/toilet paper, anti bacterial gels etc.
- Apply for grants and ensure any grant income received and other income streams are utilised appropriately and to best effect. Account for all monies spent to grant provider.
- Apply for VEC activity funding and maintain records of same
- Maintain all required record systems relating to management of the centre, staff and volunteers and make available to National Office and Regional Manager such records as required
- Comply with food hygiene regulations and safe storage and administration of medication to clients

- Ensure Fire & Burglar alarms, Emergency lights, Fire extinguishers, hoists, electrical appliances etc are checked as and when required to ensure they are in good working order and maintain records of same
- Ensure the maintenance and general care of the day care centre and it's contents and the garden area. Ensure the heating boiler is maintained and serviced and that there is adequate heating oil at all times.
- Ensure that the bus driver is maintaining the required bus records i.e. bus service and hoist service
- Ensure safe keeping of donations or client money given to you
- Maintain daily attendance record
- Appraise and supervise a biannual fire drill in the centre

4. **Ensure there is an awareness of the issues relating to dementia at a local level and promote the services provided locally by the Society:**
   - 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

5. **Keep the chairperson/committee informed on issues for their attention. Support the committee in fundraising activities from time to time e.g. Tea Day, Christmas sales etc**

6. **Attend training courses, conferences and meetings with the regional manager as required**

7. **Carry out any 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. The holder of this position is required to respond with a flexible approach when tasks arise which are not specifically covered in this job description.

PERSON SPECIFICATION:

Knowledge/Experience:

Essential

- Degree or foreign equivalent (validated by NQAI) ideally in Social Care, Applied Social Studies in Social Care, Applied Social Studies, Social Studies
- At least 5 years' post qualification experience in the heath/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

- Registered Nurse with An Bord Altranais or postgraduate qualification in Dementia or an equivalent social care qualification

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

KEY RELATIONSHIPS	
Internal	External
Operations Manager	PHNs
Other Society Day Centre Managers in region	GPs
PR	Psychiatric community services
Fundraising	Community care service providers
Information	Other voluntary organisations
Training Department	Local nursing home
HR	