Home Care Coordinator – Connemara, Co. Galway

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.

The ASI is currently recruiting a Home Care Coordinator to cover the area of Connemara, Co. Galway, who will be based at Bungalow 1, Kilcornan, Clarinbridge, Co. Galway, H91 YXN3, reporting to the Operations Manager.

This is a permanent contract working 20 hours per week.

The successful candidate will be responsible for coordinating the home care service across Connemara, Co. Galway, along with assessing the needs of clients and carers, assigning staff to clients based on their needs and reviewing these assignments regularly.

To be successful in this role you will need experience of working with people with dementia, older people or people with intellectual disabilities. A third level qualification is desirable but not essential.

You will need good communication, organisational and administration skills and be able to work on your own initiative as well as part of a team. Having experience in human resource management, budget management, quality standards and risk management is an advantage.

A full clean driving licence and access to a car is essential.

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

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**

A detailed job description is available on The ASI website: www.alzheimer.ie/careers

Closing date for applications is **6th November 2026.**

The Alzheimer Society of Ireland is an Equal Opportunities Employer.

JOB DESCRIPTION	
Job Title: Home Care Co-ordinator	**Job Holder:**
Job Location: Connemara, Co. Galway	**Reports to:** Operations Manager

Purpose of Position:

The Home Care Co-ordinator manages and co-ordinates person centred care and resources in the home in an efficient and effective manner to people living with dementia. He/she has responsibility for the supervision of home care staff in their area. He/she will work closely with other members of staff to ensure that they are cognisant 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.

Main Duties and Responsibilities:

Management

- Supervise, co-ordinate and support the work of home care workers assigned to him/her:
- Co-ordinate recruitment, induction and ongoing management of staff for the service.
- Hold regular individual and group staff meetings to discuss performance, service enhancements, client welfare and relevant operational or procedural matters.
- Identify training needs and plan/co ordinate induction and training schedules for home carers. Act as mentor to home carers completing FETAC Level 5 Healthcare Support.
- Schedule and issue the home care 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 home carers assigned to him/her including pay, all forms of leave etc.
- Prepare, certify and approve pay sheets and travelling expenses for home carers.
- Ensure all home carer workers and him/her self comply with the Society's policies and procedures.
- Allocate a home carer from time to time to cover on a temporary basis in the day care centre when necessary

Client work

- 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 whether Home Care, Day Care, or a Home Care Package is/are the most appropriate service(s) to offer the client
- Produce a detailed specification of the clients home 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 home care service in an efficient and effective manner
- Liaise with Nurse in Charge and Driver with regard to new clients requirements regarding joining the Day Care Centre
- Manage health and safety concerns by carrying our risk assessments and ensuring any issues or concerns are dealt with appropriately

Administration

- Carry out the administration required to provide an efficient and effective Home Care Service in the area:
- Keep and maintain appropriate records of clients in receipt of home care service
- Input required data into the billing system for issuing invoices to home care clients.
- Ensure that accurate statistics are recorded for the home care service and provide reports to the Regional Manager, Committee and the HSE in regard to same.
- Liaise with the client's primary carer and public health nurse (PHN) to complete the home care record

- Process correspondence from client's primary carer and administer any processing of payments etc.

Advocacy

- 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 service level agreement by way of home care hours that need to be provided in the area.
- 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
- Carry out any other duties that may be assigned from time to time.

The principal accountabilities outline the main duties of the role. However, in an organisation 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
- Diploma in Health Service Management or equivalent qualification desirable
- 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

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
- Management Skills:
  - Ability to supervise, manage and motivate a team of home 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 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 and a full, clean driver's license as this post involves regular travel access.

KEY RELATIONSHIPS

Internal	External
Operations Manager	PHNs
Line managers	GPs
Other Home Care Co-ordinators Fundraising	Psychiatric community services
Information	Community care service providers
Training Department	Other voluntary organisations
HR	Local nursing home