THE Alzheimer SOCIETY OF IRELAND

Day Centre Manager - Leitrim

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 **Day Centre Manager** to lead our Day Care service in **Leitrim Day Care Centre**, St Patrick's, Summerhill, Carrick on Shannon, Co Leitrim (every Friday), reporting to the Operations Manager. The successful candidate will also coordinate our Mohill Social Club, based in The Library, Mohill, Co Leitrim, which operates fortnightly on Mondays.

This is a permanent contract working 10 hours per week.

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 is desirable.

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

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 **30th November 2026.**

The Alzheimer Society of Ireland is an Equal Opportunities Employer.

JOB DESCRIPTION	
Job Title: Day Centre Manager	**Job Holder:**
Job Location: Leitrim	**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 care to clients as required e.g personal care and hygiene, glucose checks, dressings, colostomy care, observing urinary output and bowel movement, taking temperature and blood pressure and recording same where necessary etc.(CAN NON NURSE MANAGERS DO THESE)
   - Administer / Prompt medication provided by the GP to the client
   - 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.
   - Ensure that the personal care needs including wound dressing and medical care as requested by PHN/GP are met and that attention is paid by staff to client dignity, hygiene and safety standards.
   - 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

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 (when applicable) 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.
- 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 safe keeping of donations or client money given to you
- Maintain daily attendance record
- Appraise and supervise a bi annual 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 Nursing, 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
- Registered Nurse with An Bord Altranais is highly desirable or an equilivent 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	