

Carriglea Cairde Services

CARRIGLEA, DUNGARVAN, CO. WATERFORD.

At Carriglea Cairde Services, we provide a comprehensive range of day, residential and respite services to approximately two hundred adults with mild, through to profound, degrees of intellectual disability. Due to expanding services we are currently recruiting for the following positions across our day, residential, administration and community settings.

Care Assistants

Day and Night Posts

Flexible hours available.

The successful candidates will provide support and follow relevant programs for adults with an intellectual disability. This will involve working with the service user, their families and other staff in developing a person centered plan for each individual. Applicants must demonstrate genuine kindness, empathy and patience in the daily interaction with service users in a person centered service. Successful candidates will be required to support service users in a socially inclusive model.

Applicants will be required to undertake domestic and cleaning duties and tend to the personal needs of the service users in their care.

Care assistants work across residential, respite and community services.

Applicants should hold a relevant FETAC/QQI Level 5 Major Award qualification, and experience of working in a caring environment is desirable. Excellent communication and organizational skills are required. Candidates should have a full clean, driving license.

Social Care Leaders

Applications are invited from suitably qualified and experienced persons for the above position in our community homes. Applicants must lead by example in demonstrating genuine kindness, empathy and patience in their daily interaction with service users in a person-centered service. The successful candidate will fulfill the:

- Person in Charge requirements and responsibilities for designated centres in line with HIQA regulations.
- Provide leadership and support to staff in the home in ensuring safe services and supportive services.
- Plan and supervise the implementation and review of a quality, person centered service with the resident.

An applicable Social Care qualification from Level 7 up is required for the role. Candidates must have the capacity to properly discharge the functions of this role.

Experience of working with people with intellectual disabilities is desirable. Excellent communication and organizational skills are required. A full clean driving license is essential.

Social Care Workers

Successful candidates will be required to support individuals with daily living skills, community inclusion and the promotion of their choice, independence and wellbeing. You will be responsible for supporting other staff members in the home and providing guidance and support as required.

Accountability for excellent standards of support and care are a key requirement of this role.

We are looking for ambitious and enthusiastic Social Care Workers to support, encourage and motivate individuals to lead a fulfilling life. The roster will include days, evening, weekends, and sleepovers.

Candidates are required to have a minimum Level 7 qualification in Social Care.

Programme Assistants Day Services

Applicants must demonstrate genuine kindness, empathy and patience in their daily interaction with service users in a person-centered service. The successful candidates will provide support to adults with an intellectual disability to develop their independent living skills. Programme development will include independent living skills, personal development and occupational and leisure activities, within the context of a quality of life model and person centered planning. This will involve working with the service users, their families and other staff in developing a person-centered plan for each individual. Applicants will be required to support, service users with their personal care needs. There will be a strong emphasis on developing daily living skills that is individually based with a goal towards independence.

Applicants should hold a relevant qualification, minimum FETAC Level 5. Experience of working with people with intellectual disabilities is desirable. Excellent communication and organisational skills are required. A full clean driving license is essential.

Clerical Officer Grade 111

2 posts * 4 days per week

The primary purpose of these role is to provide administration supports across our functional, community, day and residential services. The role will involve general clerical work supporting line managers across different areas of the services. Candidates should have excellent proficiency with Microsoft packages, have the ability to work on their own initiative and demonstrate comprehensive attention to detail. Candidates should demonstrate flexibility to move across areas and departments in line with operational requirements. It is essential that candidates can demonstrate the highest levels of confidentiality for these roles.

Candidates should have attained their Leaving Certificate and have previous administration experience.

Pensions and Payroll Officer Grade VI

The successful candidate will be responsible for the administration of the Superannuation schemes primarily the NHASS & SPSPS scheme. This entails responsibility for leaver and annual benefit statements, provision of service histories and estimates and refunds where appropriate to current and former employees.

The post holder will also be responsible for processing retirement benefits and for the computation pension entitlements, and ensuring all payroll policies and procedures are adhered to.

The processing of payroll, along with the supervision and accountability for the payroll function is a key requirement of this role. Excellent attention to detail and accuracy is essential to this role.

Candidates should have attained their Leaving Certificate, have a relevant qualification or a commitment to complete same in their own time. Previous public service pension and payroll experience is desirable for this role.

ICT Technician Grade 1V

This entry level, IT role requires hands-on support for new and current IT user accounts within the Service. A key requirement is the responding to ICT calls and raising tickets and resolving issues with the external IT and telecoms support. Coordination of the active directory of user and email accounts with external IT support; troubleshooting issues with devices and network/wi-fi coverage; along with supporting staff with current and new systems are essential functions of the role. The successful candidate will have flexibility, excellent communication skills, enthusiasm and the initiative to complete and close ICT issues.

Candidates should have attained their Leaving Certificate, have a relevant Information Technology or related qualification or a commitment to complete same in their own time.

Recreation Assistant Part Time

20 hours per week

The successful candidate will ensure the participation of service users in sporting and swimming activities within and outside the services. They will be responsible for scheduling sports and recreation activities within a person-centered environment. Chemical water safety checks and general pool maintenance along with liaising with families and external organizations will be a part of this role. Ensuring all documentation, risk assessments and checks are completed is a key requirement of this role.

A current pool lifeguard qualification is essential for this role.

Community Services Manager Day Services

The successful candidate will have responsibility for the management of community services across a number of designated hubs. This involves leading a team of staff to ensure individuals who use our services receive optimum support in the context of the New Directions Framework.

The postholder will have responsibility for driving the highest standards across day services in the areas of independence, community integration, choice and advocacy.

Ensuring individuals who use our service develop meaningful friendships and enjoyment of the service provided are a key element of this role.

Candidates should have a relevant qualification in the health or social care field, or a commitment to complete same in their own time. Management or staff supervisory experience along with a keen interest in the development of services for individuals with autism is an essential requirement for this role.

If you are creative, flexible and enthusiastic, come and join our dynamic team in caring for adults with intellectual disabilities. Current Department of Health Salary Scales will apply for all the above posts. Curriculum Vitae's along with a covering letter can be sent on e mail to Eileen Skehan, Human Resources Manager at; eileen.skehan@carrigleaservices.com Closing date is the 24th of July 2023.