


Family Carers Ireland (FCI) is the national charity supporting family carers across the country who dedicate their lives to caring for loved ones such as children or adults with physical or intellectual disabilities, frail older people, those with palliative care needs or those living with chronic illnesses or addiction. We provide a range of supports and services for family carers nationally from our local support centres.

 Mullingar, Co. Westmeath - Area 4

 Hybrid model at an FCI Centre – Mullingar and must be available to travel to Dublin and other locations as required – 21 hours per week. Permanent, part-time contract.

JOB SUMMARY

The Lead HSO supports the Home Services Manager (HSM) with operational functions associated with the set-up, review and risk assessment of Service User's calls. The role also includes the completion of annual Supervision and Competency Assessments for Home Care Workers. In addition, they will provide clinical guidance to the HSM and training to Home Care Workers for specific home care skills, as may be required for the delivery of a Service User Home Care Plan. As part of the Family Carers Ireland Home Support Services Clinical Advisory Group, they will participate in regular meetings and provide input to policies associated with the clinical, quality and safety aspects of the delivery of the Home Support Services

ROLE CRITERIA

The Lead Home Services Officer must possess the following qualifications, skills and experience:

- Qualified Nurse with active registration.
- A minimum of 3 years' experience working in a similar role in the Home Support Services sector.
- Competence in IT desirable.
- Adaptable, motivated self-starter with the ability to get the job done with a positive "can do" attitude
- Outgoing, energetic and enthusiastic person who enjoys a challenging environment.
- Excellent people skills
- Some experience of managing / supervising staff is desirable.
- Strong organisational skills with a close attention to detail
- Administrative experience – knowledge of record keeping is important.
- Fluency in the English language is essential.
- Full driving licence and access to own transport.

Terms & Conditions: Permanent part-time role (21 hours per week across Monday to Wednesday). The successful candidate will work a hybrid model of work at our offices at Family Carers Ireland, 2 Castle St, Bellview, Mullingar, Co. Westmeath, N91 KV6F and travel to meetings and to other locations as required is essential. The remuneration for this role is €25 per hour and annual leave entitlement is pro-rated to hours worked.

Application Process - Applicants are invited to submit their up-to date CV and cover letter demonstrating how they meet the above criteria to recruitment@familycarers.ie no later than Wednesday 26th March 2025.