



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Carers Outreach and Development Officer
<b>NO. OF HOURS:</b>	25 hours per week
<b>REPORTING TO:</b>	Regional Manager
<b>SALARY SCALE:</b>	€24,687 (based on 20hr week) Full time salary range equivalent based on 37 hour week is €36,536 per annum
<b>BASE:</b>	Mountmellick, Co. Laois
<b>CONTRACT:</b>	1 year fixed term contract

### **Job Overview**

The Carers Association is the national organisation representing Ireland's 161,000 family Carers. The Association provides a range of services to carers and lobbies on their behalf to Government. Family carers are defined as a family member or friend who is providing care on a voluntary basis to a person (of any age) who is in need of care due to illness or disability.

### **Job Purpose**

- To support our 5,000 plus family Carers in Laois and Offaly by providing respite, information, training, advocacy, counselling and relevant outreach services.
- To promote and create awareness of the invaluable work of family Carers and those receiving care in the home.
- To be the ambassador of The Carers Association and work in partnership with other organisations to further the interests and welfare of family Carers.

### **Person Specification**

- Hold a recognised professional qualification in Community Leadership, Applied Social Studies or Social Care or equivalent is desirable.
- Have an understanding and working knowledge of delivering Fetac or related training programmes is desirable.
- Have the ability to work strategically in partnership with other organisations.

- Excellent interpersonal skills with outgoing and energetic disposition to engage with Carers in the community and undertake the activities required to deliver results.
- Creative approach and solution focused.
- Adaptable, motivated self-starter with mature judgement and positive attitude.
- Flexible and committed team player who believes in the value of Carers' unique contribution to Irish society

### **Knowledge, Skills and Competencies**

- Professional qualification is desirable
- A minimum of five years relevant experience is essential.
- Experience of project management essential.
- Excellent communication and interpersonal skills.
- Strong working knowledge of MS Word, Excel, Powerpoint and other relevant software or internet applications essential.
- Systematic in approach to planning, organising and prioritising work.
- Focused on task completion, accuracy and attention to detail.
- Ability to use initiative, creative approaches and logical thinking.
- Delivers the highest level of personal standards striving to improve efficiency and effectiveness in the use of all available resources
- Fluency in English is essential
- Transport and a valid driving license is essential

### **Principle Duties & Responsibilities**

- Manage all aspects of the delivery of Home Care Packages in Laois and Offaly.
- Provide support services to carers:- outreach, training, information, advocacy, counselling and support group meetings.
- Develop service programme for young carers in Laois and Offaly.
- Source and complete funding/grants applications.
- Develop relationships with stakeholders at various levels in the statutory, voluntary, community and private sector.
- Participate in special projects and joint working arrangements with other staff as required and as determined in consultation with the Regional Manager.
- Complete monthly progress reports.
- Attend team meetings as required.
- Management reserves the right to modify, add or remove any of the above tasks in line with the requirements of the role.