

St. Cronan's Association: Vacancies **(<https://www.activelink.ie/node/109454>)**



ABOUT OUR SERVICE

St. Cronan's Association CLG provides a wide range of high-quality day supports for people with an intellectual disability and autism throughout Roscrea, Birr and Nenagh. Services provided include day services and educational, vocational and rehabilitative training. The ethos of service provision is underpinned by our vision which is that all people are treated equally and supported to achieve their goals and true potential. Our work is underpinned by the principles of Person Centeredness, Equality, Justice, Respect and Dignity.

CURRENT MANAGEMENT VACANCIES

FINANCE MANAGER

Job Purpose

To manage Finance functions in St. Cronan's Association CLG in an efficient and productive manner including the development, upgrade and replacement of existing financial systems where necessary.

Role Summary

Responsible for the provision of overall financial direction including fiscal and business leadership and the management of the accounting function in St. Cronan's Association. Prepare monthly reports and analysis for internal and external sources, and manage the development, upgrade and replacement of existing financial systems. In addition, the Finance Manager, while having line management responsibility for Finance, will work closely with the Services Manager and Senior Managers on finance issues. The successful candidate will also have management responsibility for Finance Department staff and will be a key member of their senior management team.

Criteria

The successful applicant will be required to possess the following:

Essential Qualifications

- Full or part qualified accountant (CIMA, ACCA, ACA OR CPA, or qualified ATT) with strong financial management experience.

Essential Experience

- At least two years' experience of preparing financial reports to include income and expenditure, balance sheets and cash flow forecasts.
- Proficient in financial accounting and reporting, including external statutory reporting and audit.
- Use of financial accounting software e.g. SAGE.

See full JD for Duties & Responsibilities

Reporting To: Services Manager

Contract: Full time permanent contract. 35 hours per week (Monday to Friday 9am to 4.30pm)

Salary: Aligned to Clerical Grade VII Health Services Executive Scales 01/10/22.

Location: St. Cronan's Association, Grange, Roscrea, Co. Tipperary

Expected start Date: August 2024

Staff Benefits

- Company Pension Scheme.
- 21 days annual leave
- Bike to work scheme.
- Employee Assistance Programme
- Free Parking.

Successful Garda Vetting is a requirement of this role.

To view full extensive job description please click on attachment below or visit <http://www.cronans.ie/vacancies/>

For further information or queries relating to this role please contact sylvia.hegarty@cronans.ie

SERVICE CO-ORDINATOR RT (REHABILITATIVE TRAINING & TRANSITION PROGRAMMES)

Rehabilitative Training (RT) is a nationally available, recognised 2-4 years training programme, funded by HSE disability services, aimed at school leavers with additional needs. The training focuses on the development of life skills, social skills and basic work skills with the objective of enhancing the trainee's quality of life and general work capacity.

This is a fantastic opportunity for a self-motivated, creative and dynamic person with expertise in training and education to shape the development of our Rehabilitative Training (RT) and Transition Programmes. If you are passionate about empowering young adults to reach their full potential, then this could be the role for you!

Job Purpose

The Service Co-ordinator (Rehabilitative Training & Transitions) will oversee the efficient and effective co-ordination, delivery and management of St Cronan's Rehabilitative Training & Transition Programmes. The role includes programme development, evaluation, management of staff, liaison with families and assessment of school leavers and young adults for entry to the programmes.

Criteria

The successful applicant will be required to possess the following:

Qualifications

Essential

- A degree (Level 7/8) in Adult Education / Second Level Teaching / Special Needs Education / Psychology / Training / Social Care.
- Evidence of continuous professional development.
- Full clean driving licence.

Desirable

- A Train the Trainer Qualification or
- A qualification specific to supporting people with autism or
- A qualification in technology enhanced learning or
- A qualification in working positively with behaviours that challenge or

- A qualification in counselling.

Terms & Conditions

Job Title: Service Co-ordinator RT (Rehabilitative Training & Transitions Programme)

Reporting To: Services Manager.

Contract: Full time, 35 hours per week (Monday to Friday 9am to 4.30pm) 12 Month Fixed Term

Salary: Aligned to Clerical Grade VI Health Service Executive pay-scales. 21 days annual leave + 2 flexi days (flexi days are subject to successful probationary period of 11 months).

Location: St. Cronan's Association CLG, Grange, Roscrea, Co. Tipperary.

Expected start Date: August 2024.

Staff Benefits

- Company Pension Scheme.
- 21 days annual leave
- Bike to work scheme.
- Employee Assistance Programme.
- Free Parking.

Full clean driving licence & successful Garda Vetting is a requirement of this role.

To view full extensive job description please click on attachment below or visit <http://www.cronans.ie/vacancies/>

For further information or queries relating to this role please contact sylvia.hegarty@cronans.ie

HEALTH & SAFETY CO-ORDINATOR

Job Purpose

The Health & Safety Co-ordinator will develop and maintain a robust and compliant management system, with the following key responsibilities:

Responsible for:

- Updating Health & Safety Plan.
- Health & Safety related training & the maintenance of records.
- Incident management.
- Covid Management.

Criteria

The successful applicant will be required to possess the following:

Qualifications

Essential

- Experienced Professional, educated to a minimum of degree level, in a Workplace Safety, Health and Welfare related discipline (NFQ Level 8 or higher).
- Minimum 5 years' experience in a Health and Safety Role.
- In-depth knowledge and experience of occupational health and safety legislation.
- Knowledge and experience of hazard identification, risk assessment, manual handling assessment and COSHH assessments.

- Excellent interpersonal skills with the ability to work with a wide range of professionals fostering collaboration and a participatory approach.
- Proficient computer skills in the use of spreadsheets, word-processing, graphics and PowerPoint.
- Excellent report writing skills to ensure effective communication of all aspects of occupational health and safety activity within the organisation including the ability to analyse and interpret data, producing meaningful reports.
- Excellent presentation skills and the ability to present data and information in a professional succinct format appropriate for Board level.
- Excellent organisational skills.
- Self-motivation and the ability to engage others in occupational health and safety management.
- The ability to work autonomously, prioritising own workload with self-direction.
- To respond and achieve challenging deadlines which change rapidly on a daily and weekly basis and require a substantial degree of flexibility.
- A full clean driving licence and access to a vehicle (travel expenses between sites will be reimbursed).

Terms and Conditions

Reports To: Services Manager.

Direct Reports: Covid Officer.

Contract: This is a part-time role – 22.5 hours per week. 12 month fixed term contract.

Salary: €46,407 pro rata. Immediate start available, subject to successful Garda Vetting. 12.6 days annual leave (pro rata).

External Liaison: HSA, trainers, EHO, third party suppliers, Occupational Health provider.

Internal Liaison: Services Manager, Maintenance, Drivers, Service Co-ordinators, Unit Leads, all other staff including CE participants.

Staff Benefits

- Company Pension Scheme.
- 21 days annual leave (pro rata).
- Bike to work scheme.
- Employee Assistance Programme.
- Free Parking.

Full clean driving licence & successful Garda Vetting is a requirement of this role.

To view full extensive job description please click on attachment below or visit <http://www.cronans.ie/vacancies/>
(<http://www.cronans.ie/vacancies/>)

For further information or queries relating to this role please contact sylvia.hegarty@cronans.ie
(<mailto:sylvia.hegarty@cronans.ie>)

PERSONAL SUPPORT ASSISTANT VACANCIES

Personal Support Assistant x 1

Job Purpose

The purpose of this position is to provide support to your appointed service user attending our Day Service. You will work mainly 1-1 to support the service user to achieve their agreed goals for the year. The service offered shall promote rights, choice, dignity and diversity and shall adhere to the principles of personalised services (in accordance with New Directions policy, the HSE Person Centred Planning Framework and the UNCRPD) and the organisations policies, procedures, guidelines

What you bring

Essential:

- A minimum of Level 7 Qualification in Social Care or *Relevant Qualifications include - Social work/Psychology

L8/Youth & Community/Applied Behavioural Analysis/Disability Studies/Teaching

- 2-3 years' experience in working with people with complex behavioural needs and the skills and knowledge providing support for young adults with intellectual disabilities, with behaviours of concern, and with educational needs.
- Experience in Person Centred Planning, and in Positive Behaviour Supports.
- Ability to operate from a strengths'-based approach and to work with a team.
- A willingness to be a positive role model as part of the persons care team.
- Experience in working as part of a Multidisciplinary Team, and experience in developing and implementing a person-centred timetable.
- A commitment to continuous improvement.

Desirable:

- MEBS Training

What we can offer you

- Attractive salary for the successful candidate.
- Annual increments aligned to HSE pays-scales.
- Company Pension Scheme.
- Employee Assistance Programme.
- Bike to Work Scheme.
- Working from 9am to 4.30pm Monday to Friday.

Terms & Conditions

- **Reporting To:** Services Co-Ordinator
- **Key Working Relationships:** The service user and their family, other clients, the Service Co-ordinator and staff in the assigned area.
- **Department/Location:** The role will be based in Roscrea but will require travel to engage in community activities locally, may include the Birr & Nenagh service. A company vehicle will be provided for this purpose.
- **Salary:** Commencing on Pt. 4 of the Care assistant Salary Scale up to Pt. 13, depending on qualifications & experience. Salary aligned to the Health Service Executive pay scales October 2022).
- **Working Hours:** 35 hours per week.
- **Contract:** 12 months fixed term, 21 days annual leave + 2 flexi days (flexi days are subject to successful probationary period of 11 months).

Full clean driving licence & successful Garda Vetting is a requirement of this role.

See Full Job Description Attached.

Personal Support Assistant x 2

Job Purpose

The purpose of this position is to provide support to your appointed service user attending our Day Service. You will work mainly 1-1 to support the service user to achieve their agreed goals for the year. The service offered shall promote rights, choice, dignity and diversity and shall adhere to the principles of personalised services (in accordance with New Directions policy, the HSE Person Centred Planning Framework and the UNCRPD) and the organisations policies, procedures, guidelines

What you bring

Essential:

- Minimum QQI / FETAC Level 5 in Health Care, Social Care or related field (including modules in Challenging Behaviour and Person-Centred Focus to Disability).
- 1-2 years' experience in working with people with intellectual disabilities and complex behavioural needs.

- Operates from a strengths'-based approach and works well as part of a team.
- A willingness to be a positive role model as part of the persons care team.
- Ability to take direction and work as part of a Multidisciplinary Team.
- A commitment to continuous improvement.

What we can offer you

- Competitive salary for the successful candidate.
- Annual increments aligned to HSE pays-scales.
- Company Pension Scheme.
- Employee Assistance Programme.
- Bike to Work Scheme.
- Working from 9am to 4.30pm Monday to Friday.

Terms & Conditions

- **Reporting To:** The Senior Instructor.
- **Key Working Relationships:** The service user and their family, other clients, the Service Co-ordinator and staff in the assigned area.
- **Department/Location:** The role will be based in Roscrea but will require travel to engage in community activities locally, may include the Birr & Nenagh service. A company vehicle will be provided for this purpose.
- **Salary:** Commencing on Pt. 1 of the Care assistant Salary Scale, depending on experience (salary aligned to the Health Service Executive pay scales October 2022).
- **Contract:** 12 months fixed term, 21 days annual leave + 2 flexi days (flexi days are subject to successful probationary period of 11 months).

Full clean driving licence & successful Garda Vetting is a requirement of this role.

See Full Job Description Attached.

Closing date for receipt of applications for all of the above vacancies is 5pm on Friday 9th August 2024.

For further information please contact sylvia.hegarty@cronans.ie (<mailto:sylvia.hegarty@cronans.ie>)

Please include cover letter outlining how you feel you meet the requirements for the role and why you are interested.

Applications by email or post to Jacqui Maher, Services Manager, St Cronan's Association, Grange, Roscrea. Email: Jacqui.maher@cronans.ie (<mailto:Jacqui.maher@cronans.ie>)

Please note that only candidates short listed for interview will be contacted.

St Cronan's Association is an equal opportunities employer.

Canvassing will disqualify.

Region
Co Tipperary

Date Entered/Updated
10th Jul, 2024

Expiry Date

9th Aug, 2024

Attachment	Size
<u>FINANCE MANAGER JOB DESCRIPTION - June 2024.doc</u>	196.5 KB
<u>FINANCE MANAGER JOB SPEC St Cronan's Association June 2024 (002).doc</u>	232.5 KB
<u>Job Description Service Co-ordinator (RT and Transitions) June 2024 (003).docx</u>	106.99 KB
<u>Health Safety Co-ordinator JD June 2024 New.docx</u>	104.83 KB
<u>Personal Support Assistant July 2024 x 1 Vacancy.docx</u>	105.87 KB
<u>Personal Support Assistant July 2024 x 2 Vacancies.docx</u>	105.82 KB

Source URL: <https://www.activelink.ie/vacancies/interest-groups/109454-st-cronans-association-vacancies>