

Clarecare: Administration Support Worker (Part Time) – Preparing For Life Project (<https://www.activelink.ie/node/113565>)



Clarecare is a professional accredited social enterprise with charitable status, providing a range of person-centred services for over 55 years to individuals and families in Co. Clare. Current services include Family Support, Older Person Services and Bushypark Residential Addiction Treatment Centre. Clarecare's headquarters are based in Ennis with local offices in Bushypark, Shannon, Kilrush, Killaloe and Ennistymon. Further information is available on www.clarecare.ie (<http://www.clarecare.ie>) www.bushypark.ie (<http://www.bushypark.ie>)

Our Vision: is to be the trusted quality care provider within our communities by supporting individuals and families to reach their full potential.

Our Mission: is to provide person-centred services to individuals and families within our communities.

Our Core Values: • Collaborate • Accountability • Respect • Empathy • Trust

Clarecare's Family Support Service

Clarecare Community Based Family Support Service is a service funded by Tusla and is part of a broad range of support services provided by Clarecare in County Clare. The Family Support Service offers individual and group support for parents, and individual support for children and adolescents. Working from a relationship-based practice approach, our professional family support staff aim to enhance parenting, family relationships and communication; and improve resilience, safety and wellbeing in all aspects of a child's life.

Administration Support Worker – Preparing For Life (PFL) Project

**1 Year Part Time, Fixed Term Contract of Employment
(with possibility of extension)**

Overview of Preparing for Life Programme

Preparing for life (PFL) is a home visiting programme designed to support expectant parents and their children up to school age. It aims to involve parents, caregivers and significant others and works to improve family lives by supporting parents / caregivers to use proven approaches to help their family achieve their full potential.

The programme specifically sets out to improve levels of school readiness and enhance child development. The programme is now funded by Tusla Child and Family Agency in 12 disadvantaged areas and is extending to the Kilrush area in 2025. Further information on the programme is available at <https://www.preparingforlife.ie/> (<https://www.preparingforlife.ie/>)

Role Purpose

To provide administration support to the Preparing for life Programme in Kilrush

Location

The office base for this position will be Clarecare's Kilrush office at 4 Dooneen Park, Kilrush, Co. Clare. This is an on-site role – remote/hybrid working does not apply.

The successful candidate may, if required, be assigned by the Chief Executive Officer/Family Support Services Manager or designate; to Clarecare's other places of business/centre locations. You will be given as much notice of any such change of

place of work as is reasonably practicable.

DURATION OF CONTRACT:

This is a 1 year part time, fixed term contract of employment. There may be capacity to continue the project beyond 2025 subject to funding (to be determined).

DAYS/HOURS OF WORK:

Monday to Friday, 9.30 a.m. – 1.00 p.m. Flexibility is required regarding your days/hours of work to ensure operational needs are met

ANNUAL LEAVE:

Annual Leave entitlement is 26 mornings per full leave year (Jan-Dec) for part-time staff. This entitlement excludes Public Holidays.

Reports to:

The Preparing for Life administration support worker will report to the PFL Home Visiting Coordinator or delegate and will work as part of a wider multi-disciplinary Family Support Services team structure.

Please see Job Description attached below.

Full details of the position are available on the following link where suitable candidates can apply online:

**<https://api.occupop.com/shared/job/admin-support-worker-preparing-for-lif-4f66a>
(<https://api.occupop.com/shared/job/admin-support-worker-preparing-for-lif-4f66a>)**

Closing date: Monday, 17th February 2025 at 5pm.

Region

Kilrush, Co Clare

Date Entered/Updated

4th Feb, 2025

Expiry Date

17th Feb, 2025

Attachment

[Preparing for Life \(PFL\) Administration Support Worker-
Jan2025.pdf](#)

Size

191.96
KB

Source URL: <https://www.activelink.ie/vacancies/children-youth/113565-clarecare-administration-support-worker-part-time-preparing-for-life-project>