

Clarecare: Admin Support Assistant (Part Time) - Preparing For Life Programme (<https://www.activelink.ie/node/114564>)



Admin Support Worker - Preparing For Life Project, Clarecare - 3 Yrs Contract

Location: On site / Co. Clare, Ireland
job type: Fixed Term / Part-time
Sector and subsector: Voluntary/Charity | General
Salary: Competitive Salary

The following Vacancy is now a 3 Years Part-time, Fixed Term Contract of Employment

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.

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.

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>)

Region

Kilrush, Co Clare

Date Entered/Updated

21st Mar, 2025

Expiry Date

4th Apr, 2025

Source URL: *<https://www.activelink.ie/vacancies/children-youth/114564-clarecare-admin-support-assistant-part-time-preparing-for-life-programme>*