

Clarecare: Administration Assistant (Part Time) - Family Support Service (<https://www.activelink.ie/node/114565>)



Administration Assistant - Family Support Service - 2.5 days per week

Location: On site / Ennis, Co. Clare, Ireland
job type: Permanent / Part-time
Sector and subsector: Voluntary/Charity | General
Salary: Negotiable Salary

Clarecare is a professional accredited social enterprise with charitable status, providing a range of person-centred services for over 57 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

Title: Administration Assistant – Family Support Service, Part-time role x 2.5 days per week

Role Objective:

To provide efficient and effective general administration support to the Family Support Service by performing a variety of general administration tasks. A core role of the position is to support the inputting and reporting of referral data on the Family support service data management system called One Touch.

Role Status:

This is a part time, permanent role of 2.5 days per week, subject to a probationary period of 6 months duration.

Full details of the position are available on the following link where suitable candidates can apply online: <https://api.occupop.com/shared/job/administration-assistant-family-support-4bac0> (<https://api.occupop.com/shared/job/administration-assistant-family-support-4bac0>)

Region
Ennis, Co Clare

Date Entered/Updated
21st Mar, 2025

Expiry Date

4th Apr, 2025

Source URL: <https://www.activelink.ie/vacancies/children-youth/114565-clarecare-administration-assistant-part-time-family-support-service>