

St. Catherine's Association: Family Liaison Co-ordinator
(<https://www.activelink.ie/node/114766>)



St. Catherine's Association
Newcastle, Greystones, Co. Wicklow

We have exciting opportunity for a:

Family Liaison Co-ordinator

To join our team on a specified purpose basis

POSITION AVAILABLE:

Specified Purpose Contract (Maternity Leave Cover)
35 hrs/week Monday to Friday

You are:

Committed to promoting a culture which values people with disabilities and promotes their rights. You have the ability to build relationships and to communicate information in an effective and empathetic manner. You will work independently and also collaboratively within and across a range of departments and external agencies. You are aware of national and international best practice and developments in relation to service provision in disability services.

We are:

St. Catherine's Association is a non-profit organisation and registered charity funded by the HSE that provides health related supports to children and young adults with moderate to profound intellectual disabilities and autism in the Wicklow area. These services include Respite and Short Break Support Services, Adult Day Services and Residential Services and access to clinical supports through referral to Children's Disability Network Team.

Job Role:

- To build relationships with families/guardians, working in an effective and empathetic manner.
- To promote a culture which values people with disabilities and promotes their rights.
- Work independently and also collaboratively within and across a range of departments and external agencies.
- Act in an advocacy capacity for individuals we support and their families.
- To maintain excellent communication with all families/guardians ensuring they are kept up to date with changes and developments.
- Work collaboratively with families, accessing resources to help increase quality of service.
- Comply with all HIQA requirements and organisation policies and procedures.
- Communicate and work in co-operation with members of an inter-disciplinary team in providing an integrated quality service.
- You will support the development of a Family Forum and provide on-going support.
- Assist with fundraising initiatives for St. Catherine's Association.
- **Reports to: Head of Operations**

Essential:

- QQI Level 7 Bachelor of Arts in Applied Social Studies, Social Care, Social Work or equivalent
- A minimum of 2 years experience of working with people with disabilities or their families
- The ability to work effectively under pressure and handle changing priorities
- A family-centred approach
- An open and non-judgemental approach to all areas of social care
- Excellent communication skills including verbal and written
- A good understanding of social media and how to use it effectively
- Evidence of continuous professional development
- A good understanding of national legislation and HIQA standards as they relate to disability services
- Full drivers licence and access to a car

Desirable:

- Experience in Event Planning
- Experience in Fundraising, Marketing & PR

Benefits:

- HSE Consolidated Pay Scales
- National Federation Voluntary Bodies Pension Scheme
- Employee Wellbeing Initiatives
- Refer a Friend Scheme
- Christmas Savings Club
- Excellent training opportunities
- Staff Education Loans and Paid Study Leave
- Bike to Work Scheme
- Enhanced Annual Leave
- Paid Maternity and Adoptive Leave * *eligibility criteria*
- Sick Pay Scheme * *eligibility criteria*

Salary: Grade V as per the HSE consolidated pay scale

To Apply:

Please send your CV to recruitment@stcatherines.ie (<mailto:recruitment@stcatherines.ie>) or call Debbie Carr on [087-1946126](tel:087-1946126) (<tel:0871946126>) for details.

For further information check out our website www.stcatherines.ie (<http://www.stcatherines.ie>)

Closing Date: 5pm Friday 25th April 2025

Region

Co Wicklow

Date Entered/Updated

31st Mar, 2025

Expiry Date

25th Apr, 2025

Source URL: <https://www.activelink.ie/vacancies/community/114766-st-catherines-association-family-liaison-co-ordinator>