



NUA HEALTHCARE SERVICES UNLIMITED

COMPANY



#JOB-2358886



Portumna, Co. Galway,



No of positions : 2



Paid Position



40 hours per week



To be Confirmed



08/10/2024



05/11/2024

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [a.kelly@nuahealthcare.ie](mailto:a.kelly@nuahealthcare.ie)



Open your camera app & point here to view this ad online



## Galway Social Care Administrators

### Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

### Job Description

#### Job Summary

Nua Healthcare Services (Nua) is one of Ireland's leading Private Social & Healthcare Providers, specialising in Residential and Supported Living Services, to both Children and Adults with a range of complex support needs.

We are seeking applications from energetic and enthusiastic individuals to join our team for the above positions. The successful candidate will be afforded all necessary training and development in line with the role. Candidates must be highly motivated and creative, with a passion for engaging with Service Users on a daily basis. Candidates will contribute to enriching the lives of our Service Users.

#### Job Objectives

We are seeking applications for the role of a Social Care Administrator. The role will involve completing administrative duties in Nua's Residential Homes on a part time/ Full time basis and would typically suit candidates with a keen interest in administration, attention to detail and organisation skills.

This is an excellent role for an Administrator to begin a career within the social & healthcare industry as full training will be provided to the successful candidate.

This will include the following on a day-to-day basis:

Provide administrative support to the Management Team and/or relevant Departmental Functions, where required.

Support in preparing a brief of tasks and duties for the Team to plan and allocate duties for the day in conjunction with Management Team

Managing and booking Individuals' health related appointments

Updating Individual Risk Management Plans in consultation with the PIC / Deputy Managers and Key Worker

Updating and issuing Daily Planners, Key Working Sessions, Health and / or Behavioural Checks, as required.

Ensuring Key Workers / Support Staff are completing the Individual Finance Checklist

Ensuring files are up to date and organised in a neat and tidy fashion.

Ensuring team meeting minutes are typed up and made available through SharePoint.

Ensuring all Incident, Accident and Daily Reports are completed for the previous week.

Ensuring fire drills are completed by the designated person.

#### Skills Requirement

Qualification:

Qualification (NFQ level 5 or above in healthcare or related discipline)

Knowledge:

Knowledge of social care or a health-related sector

Experience:

2 Years' previous experience in social care setting or a health-related discipline

Skills:

Excellent communication skills.

Proficient in written communication skills such as report writing.

Highly organised with a strong attention to detail.

Excellent interpersonal skills.

Administrative experience.

Proficient in IT Skills: MS Office

#### Benefits

Company Pension

Continuous Professional Development

Fantastic development & career opportunities

Life Assurance/Death-in-Service

Paid Maternity/Paternity Leave

Education Assistance

Employee Assistance Programme (EAP)

Working hours over a 7-day roster involving shift work

Bike to work

Discounts with Retailers

- **Sector:** administrative and support service activities

**Career Level**

- Not Required