



Company Details Confidential



#JOB-2453616



15 Pembroke Street Lower, Dublin 2, D02

DD35



No of positions : 1



Paid Position



39 hours per week



36605.00 Euro Annually



16/06/2026



14/07/2026

How to apply

Application Method :

Not available



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



Client Care Coordinator

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

Client Care Coordinator (Homecare) – Full Time (Hybrid)

About the Role

We are currently recruiting for a Client Care Coordinator to join our growing homecare team. This is a fast-paced and rewarding role focused on coordinating care services, supporting care staff, and ensuring high-quality service delivery to clients within the community.

The successful candidate will play a key role in the day-to-day coordination of care services, working closely with clients, families, care staff, and the wider operations team to ensure continuity of care and effective service delivery.

Key Responsibilities:

- Schedule and roster clients and care staff in line with service requirements.
- Coordinate cover for sickness, annual leave, and emergency schedule changes.
- Liaise with care staff regarding availability, client visits, and service updates.
- Liaise with clients and families regarding care schedules and service requirements.
- Monitor service delivery and support continuity of care for clients.
- Coordinate communication between clients, families, care staff, and operational teams.
- Maintain accurate scheduling records and service information.
- Support the onboarding and integration of new care staff into operational schedules and client services.
- Support workforce planning to ensure adequate staffing levels and service capacity.
- Assist in maintaining quality, compliance, and operational standards within the homecare service.
- Support the on-call function as required.
- Contribute to the continuous improvement of service delivery and client satisfaction.

Essential Requirements:

Minimum 1 year's experience in homecare, healthcare, social care, or a similar care services environment.

Experience coordinating care services, scheduling, rostering, or workforce planning.

Strong organisational and time-management skills.

Excellent communication and interpersonal skills.

Ability to build and maintain positive working relationships with clients, families, and care staff.

Strong problem-solving and decision-making abilities.

Ability to work independently and as part of a team.

Proficient in Microsoft Office and general IT systems.

Desirable Requirements:

Previous experience within a homecare or healthcare provider setting.

Experience using rostering or scheduling software.

Knowledge of homecare service delivery and community-based care.

What We Offer:

Full-time permanent position.

Hybrid working model.

Supportive and collaborative team environment.

Ongoing training and professional development.

Career progression opportunities.

Competitive salary.

Flexible working arrangements.

Job Type: Full-time, Permanent

Schedule: Monday to Friday

Work Location: Hybrid remote in 15 Pembroke Street Lower, Dublin 2, D02 DD35, Co. Dublin

- This vacancy is suitable for Remote/Blended working
- **Sector:** human health and social work activities

Career Level

- Experienced [Non-Managerial]