



Kare Plan



#JOB-2470459



KARE PLAN LTD., Unit 10/11, Block A, Howth
Jct Bus Ctr, Dublin 5, D05 X792



No of positions : 3



Paid Position



39 hours per week



36605.00 Euro Annually



16/09/2026



14/10/2026

How to apply

Application Method :

Not available



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Care Operations Planner

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

Role Summary

The Care Operations Planner is responsible for coordinating the day-to-day operational delivery of home support services to elderly people and individuals with disabilities living in the community.

The role involves analysing workforce capacity, evaluating operational priorities and making independent resource allocation decisions.

Operational decisions made within this role directly impact the continuity of care provided to elderly people and individuals with disabilities, requiring a high level of judgement, analytical thinking, strong organisational skills, and accountability.

Key Responsibilities

- Plan and optimise the deployment of Healthcare Assistants to ensure the safe, efficient and continuous delivery of home support services.
- Demonstrated ability to analyse operational information and make independent decisions affecting workforce deployment and continuity of care.
- Allocate staff to client visits while considering client needs, continuity of care, employee availability, travel times, contractual working hours and HSE care allocations.
- Evaluate service demand, staffing capacity and operational constraints to support workforce planning and service continuity.
- Respond to unexpected operational changes, including staff absence, annual leave and emergency situations, ensuring continuity of care for elderly and vulnerable clients.
- Work closely with Care Managers to match Healthcare Assistants to clients based on care needs, experience and service requirements.
- Liaise with the HSE, Public Health Nurses, Healthcare Assistants, clients and family members regarding operational matters affecting care delivery.

- Monitor operational activity through electronic workforce management systems, ensuring accurate service allocation and workforce utilisation.
- Maintain accurate operational records using electronic scheduling and workforce management systems.
- Participate in operational planning meetings and contribute to the continuous improvement of service delivery.

Requirements

Essential

- Minimum 1 year's experience in a planning, scheduling, operations or resource allocation role requiring independent decision-making and organisational skills.
- Excellent planning, analytical and problem-solving abilities.
- Ability to prioritise competing operational demands within a fast-paced environment.
- Excellent verbal and written communication skills.
- Strong interpersonal skills with the ability to communicate effectively with Healthcare Assistants, healthcare professionals, clients and family members.
- Excellent organisational skills and high attention to detail.
- Ability to remain calm and make effective decisions under pressure.
- Strong IT skills with confidence using computer systems, electronic scheduling software, Microsoft Office and other digital platforms.
- Ability to work independently while contributing effectively within a multidisciplinary team.
- **Sector:** human health and social work activities

Career Level

- Experienced [Non-Managerial]