



IREWIL CARE LIMITED



#JOB-2476622



Building 1000, City Gate, Mahon, Cork, Co.
Cork, T12 W7CV



No of positions : 1



Paid Position



40 hours per week



28000.00-36000.00 Euro Annually



23/10/2026



20/11/2026

How to apply

Application Method :

Not available



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online



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

It is the responsibility of the Coordinator to assist and work closely with the Care Manager to monitor and build on an area within the company.

The Coordinator will support the Care Manager to achieve the aims and objectives of the Company and maintain the level of quality in the service provided to the Service Users in accordance with the Company's Quality Assurance Policy.

To assist the Care Manager in liaising with Care Managers, HSE, prospective Service Users, NOK, health professionals and other agencies connected with training and development of the service. Liaise with Care Assistants on daily queries.

Working Hours: Monday - Friday 8.30am - 5.00pm or 9.00am - 5.30pm, might work at the weekend when need arises.

What we offer:

Competitive annual salary

EUR100 Sign On Bonus

20 days holiday plus bank holidays

Opportunities for continual healthcare training & development

A lucrative refer a friend scheme – EUR100 per referral*

Roles & Responsibilities:

Maintain all client activity on IT system

Creation and maintenance of accurate staff rotas across multiple care packages to ensure continuity of care

To use excellent time management and organisation, along with forward planning to meet tight deadlines

To be flexible and capable of assisting colleagues in the department as and when necessary

Prepare handover materials at the end of shift

To represent the Company in a professional manner always, on the telephone, face to face or in written communication

To be aware of the Quality Assurance Policy of the Company in the provision of a quality service to

the Service Users

To maintain confidentiality always and carry out the Company's Confidentiality Policy

To report to the Client Care Manager, Assistant Manager and Director of Care any issues regarding the safeguarding of clients

To ensure the continuous improvement of service delivery

To report to the Coordination Manager any issues regarding the safeguarding of clients

Essential Criteria

Advanced computer skills including proficient use of MS Office

Previous administrative experience

Previous Care Co-ordinator experience

Excellent organisational and planning skills

Teamwork and relationship management skills

Strong communication skills including telephone

Desirable Criteria

Experience of the health or social care sector

QQI Level 5 in healthcare

- **Sector:** human health and social work activities

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** Level 4 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme)

(Desirable)

- **Ability Skills:** Administration, Analytical, Communications, Computer Literacy
- **Competency Skills:** Collaboration, Decision Making, Leadership, Management