

## Role: Care Co Ordinator, AgeWell

### DESCRIPTION OF THIRD AGE AND AGEWELL:

#### THIRD AGE

The primary target group of the Third Age is older people, and part of the ethos involves a focus on providing information and new ideas that will encourage older people to improve their own lives, and make a positive difference to their communities through their actions.

#### AGEWELL

A Meath based programme that supports older people to remain in their own homes and communities for longer. AgeWell is a unique care coordination model that combines sustained peer based social engagement and mobile technology to improve health outcomes and well-being among older people. It seamlessly integrates with various agencies and organisations, complementing and enhancing existing support and care models. Acting as a bridge, AgeWell links clients to essential services and resources, ensuring sustained appropriate support.

**Position:** 20 hours (6 month Contract)

**Salary:** €20,000

**Location of Position:** Our office is Third Age National Office, Summerhill, Co. Meath but flexible, remote working is possible and likely. The position will require travel within Co. Meath.

## Contract Details:

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### KEY DUTIES & RESPONSIBILITIES

#### COMPETENCIES FOR THE ROLE:

- Excellent communication and interpersonal skills and an ability to work effectively with clients and AgeWell team members.
- Ability to interact with social, community, and health providers and escalate issues to these services.
- Good degree of computer literacy; ability to electronically capture information obtained from client interviews.
- Strong personal interviewing/communication skills and the ability to encourage enrolment of potential clients into the AgeWell programme.
- Ability to interact in a friendly and congenial manner with clients.
- Proven experience in following through on project tasks and meeting deadlines in a timely manner.
- Ability to work independently and in a team.
- Sensitivity to the social/health needs of older persons and an ability to adapt to different cultural contexts.
- Passionate commitment to making a difference in the lives of older persons.

**ROLE DESCRIPTION:**

- Coordinate the care of the clients in the programme.
- Support AgeWell Companions - keep in regular contact.
- Enrolment of clients in their home.
- Regular assessments of clients.
- Data input into software package.
- Observe ongoing data changes and attend to them accordingly.
- Monthly AgeWell Companion support meetings.
- Attend regular AgeWell team meetings.
- Ensure all Data Protection measures of the programme are adhered to.
- Act on triggered referrals or escalate as necessary.
- Liaise with Voluntary, Community, and Statutory agencies where needed under the guidance of the programme manager.

**THE IDEAL CANDIDATE WILL HAVE THE FOLLOWING**

**ESSENTIAL SKILLS:**

- Excellent interpersonal and relationship management skills.
- A good understanding of Family Support work or working with Older People in the community.
- Knowledge of the HSE In-Home Care Service provided to Older People.
- Open-minded, innovative thinker who can recognise new and better ways of doing things and has the ability to express ideas and collaborate effectively with multi-disciplinary teams.
- Demonstrate a strong teamwork ethic and the ability to work on own initiative.
- Highly organised, with excellent planning, prioritisation, and problem-solving skills.
- Competent in Microsoft Office and cloud data management.

**DESIREABLE SKILLS:**

- A track record of volunteer engagement.
- Experience in the community development sector.

**ADDITIONAL**

- A full clean driving licence and own means of transport.
- Garda Vetting will apply and is essential for this position

**APPLICATION PROCESS**

Applications marked 'AgeWell Care Co Ordinator' to be sent by email to [agewell@thirdageireland.ie](mailto:agewell@thirdageireland.ie) by 5pm on Friday August 2<sup>nd</sup> 2024. Please include a cover letter (1 page max.) outlining your relevant experience / suitability for this position along with an up-to-date CV (no more than 2 pages).

If you wish to discuss the role in further detail, please contact Paul O'Rourke @ [porourke@thirdageireland.ie](mailto:porourke@thirdageireland.ie)