



IRISH KIDNEY ASSOCIATION CLG

FOUNDED IN 1978

Registered office: Donor House, Block 43A, Park West, Dublin D12 P5V6, Ireland.

Phone: +353 1 620 5306 **Email:** info@ika.ie **Web:** www.ika.ie

Renal support officer – Introduction

This is a unique opportunity to work on behalf of patients who are experiencing end stage kidney disease and their families. The support officer role is a remote working role that provides the link between families travelling from outside Dublin to attend Dublin based hospital appointments.

The support officer is responsible for organising accommodation for patients and/or their families in the Clayton hotel (or alternative accommodation, if the Clayton is fully booked) under the current agreement with Beaumont hospital.

The renal accommodation support line is open from 9:30am-5:30pm Monday to Friday with an out-of-hours service for emergency bookings between 7pm-10pm Monday to Friday and 12pm-4pm Saturday, Sunday and Bank holidays. Due to retirement, two Renal Support Officers are being recruited to cover every second week. The role requires the support officer to work one week, 4 days on, one week off, 2nd week 3 days on, and cover on call during their scheduled week of work.

Salary will be an hourly rate of €12.50 between 9.30 to 5:30 with on call allowances.

Key information about this role

- Part time working
- This opportunity is open to people with no prior experience in the charity sector and have transferable skills
- 1-year contract with a view to permanency once the IKA Beaumont Support Centre re-opens. (For permanent contract, successful candidates will be based in the Beaumont Support centre, until then candidates can work remotely or in Donor house, Parkwest, Dublin 24)
- The annual leave entitlement is 20 days pro rata
- Progression opportunities subject to satisfactory performance
- Be part of a small friendly supportive team
- Candidates must be available to start immediately
- Due to the nature of the work the Irish Kidney Association deals with vulnerable adults on a day-to-day basis, all those engaged in direct work on our behalf are required to disclose all criminal convictions. Any offer of the role of renal support officer role is conditional upon

Patron: Michael D. Higgins, *President of Ireland*

Directors: V. Brady, L. Buttle, H. Byrne, C. Charles, S. Fitzgerald, E. Flood, M. Fowley, J. Gavan, D. Glynn, D. Heslin, M. Horan, M. Kiely, A. Kirwan, C. MacKenzie, E. Madden, P. May, L. Mellon, K. Murray, F. Moynihan, E. Moore, P. O'Brien, L. O'Sullivan, J. Whelan.

Disclosure and Garda Vetting checks. Disclosure of a conviction **will not** result in automatic exclusion

- PC and phone will be provided

This role will be attractive to

- People who wish to work part time and make a real difference by helping people at a very difficult time of their lives
- People in receipt of a social welfare payment that cannot work over a specific number of hours
- People who wish to work remotely or on a hybrid basis
- People returning to the workforce after illness or taking time out for personal reasons e.g., caring responsibilities

Application Process

1. Submit CV and covering letter to recruitment@ika.ie
2. Screening
3. Interview (s)
4. Computer skills test
5. Reference Checks