

Focus Ireland: Service Manager, Housing Services, Dublin **(<https://www.activelink.ie/node/109480>)**



Service Manager, Housing Services, Dublin

Location: Stanhope Green, Dublin

Contract: Full-time, Permanent

Focus Ireland has developed an ambitious strategy to prevent homelessness and to provide effective support and solutions for those who do become homeless and to also continue to provide safe and secure homes for its current and future customers. The Project Leader role will manager 3 projects including Long Term Housing, Outlook Programme & the HSE Stepdown service. The Stanhope Green community is an integral part of the DRHE's LTSA network providing wrap around support to vulnerable adults exiting homelessness, particularly those with health support needs & is part of our wider hub of housing services nationally.

Long Term Housing: Provides long term homes alongside onsite wrap around support for single adults and families who have experiences homelessness.

Women's Outlook Programme: This services is a is a highly successful and unique programme in partnership with the IPS and probation services.

Stepdown Service: In partnership with the HSE the service works with adults in recovery with the goal to move people out of homelessness in addition to their specialist functions.

What you will do:

- To work within the framework of the overall objectives of Focus Ireland.
- To work with and under the supervision and direction of the line-manager.
- To provide leadership and direction to the staff teams providing housing services, Tenancy and Community Sustainment services, Women's Stepdown services and Stepdown services.
- Provide regular supervision to team members as appropriate.
- Promote and encourage staff development with the staff team.
- Implement project and agency policies and procedures, including child protection, complaints, confidentiality, health and safety, housing, and human resource policies, in conjunction with the staff team to ensure appropriate service delivery.
- Ensure policies and procedures are reviewed regularly.
- To manage the performance of staff in the projects by upholding best practice in human resourcing and performance management, and by complying with legal requirements on all aspects of employment/recruitment, supervision, health and safety and welfare, training and development.
- To inform and consult with the line manager on any changes in trends, patterns or legislation to develop policy.
- To be flexible and open to future development in line with any changes
- To implements the day to day budget for the projects and proposes budget needs to the line manager on a regular basis.
- To coordinate referrals to the services and allocation of case workers as appropriate.
- To ensure the maintenance of appropriate records of work and statistics by all staff and to regularly monitor updating of the Database by staff.
- To liaise and work effectively with relevant personnel from external agencies.
- To engage in regular supervision sessions with the line Manager.
- To participate in relevant training and development courses.

- To attend and contribute to Team, Project and Agency meetings as required.
- To prepare regular monthly project reports and any other reports as requested by line management.
- To participate in project reviews and evaluations and to implement any changes arising from such work.
- To be available for the on-call service and to monitor its use and effectiveness and to be part of the development of the on-call service as the project develops.
- To undertake other work that is assigned by the line manager or Director.

What you will need:

- Relevant third level degree qualification in social care or related field.
- Proven experience of providing staff supervision.
- Extensive experience of needs assessment, support planning, case management and housing.
- Be committed to work in partnership with parents/guardians and children.
- Excellent communication skills.
- Be able to work on own initiative.
- Experience of service planning and development.
- Computer literacy.
- Full clean drivers licence.

To apply please submit your CV & Cover Letter [Here \(https://login.hirelocker.com/focus-ireland/jobs/29567/service-manager-housing-services-dublin-dublin\)](https://login.hirelocker.com/focus-ireland/jobs/29567/service-manager-housing-services-dublin-dublin)

Closing date for applications: 12.00pm, 26th of July 2024

Focus Ireland is an equal opportunities employer.

Region

Dublin

Date Entered/Updated

11th Jul, 2024

Expiry Date

26th Jul, 2024

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