
COPE Galway: Homeless Services Administration Roles **(<https://www.activelink.ie/node/110186>)**



COPE Galway are currently recruiting for Homeless Services Administration roles

Homeless Services Administration Support

Location: Galway

Contract Details: Full Time (37 hours), 1-year fixed term contract initially, salary €31,651 per annum

Homeless Services Administration Support focuses on providing assistance to COPE Galway Homeless Services, in particular to the Head of Homeless Services. This dynamic role requires adaptability, flexibility, initiative, and the ability to multi-task and prioritise effectively.

Please click the link below for further details:

<https://api.occupop.com/shared/job/homeless-services-administration-support-fdc2d>
(<https://api.occupop.com/shared/job/homeless-services-administration-support-fdc2d>)

Homeless Services Emergency Accommodation Coordinator

Location: Galway

Contract Details: Full Time (37 hours) 1-year Fixed Term contract, salary €31,493 per annum

Homeless Services Emergency Accommodation Coordinator overall purpose is to source suitable accommodation, manage relationships with accommodation providers and deal with all the administration tasks associated with these placements. The role includes ensuring that booking forms are accurate and up to date at the point and time of placement and reviewing any changes/adjustments to the bookings. This requires working in close cooperation with the Family Services and Day Centre teams. It also involves liaising with local authorities and accommodation providers. The role will involve visiting emergency accommodation and resolving accommodation related issues with families and individuals (in conjunction with another staff member when required). The role will have direct interactions with people in Homeless Services. It is a challenging and also rewarding position.

Please click the link below for further details:

<https://api.occupop.com/shared/job/homeless-services-emergency-accommodatio-713f2>
(<https://api.occupop.com/shared/job/homeless-services-emergency-accommodatio-713f2>)

Closing date: 13th September 2024

Region
Galway

Date Entered/Updated

13th Aug, 2024

Expiry Date

13th Sep, 2024

Source URL: <https://www.activelink.ie/vacancies/community/110186-cope-galway-homeless-services-administration-roles>