

COPE Galway: Emergency Accommodation Coordinator **(<https://www.activelink.ie/node/111129>)**



Job Title: Emergency Accommodation Coordinator

Reporting to: Family Services Manager (direct line manager) and Day Centre Manager

The Role

There is a reliance on private emergency accommodation including B&B's, Hotels, Tourist Hostels, Holiday apartments etc. to meet the emergency accommodation needs of families and individuals who are homeless in Galway. COPE Galway Family Services and the COPE Galway Day Centre organise and facilitate placements on behalf of Galway City Council and Galway County Council in such accommodation with bookings ranging in duration from as little as one night to a number of weeks and months at a time.

The overall purpose of this role 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 see Job Description attached below.

To Apply:

CV can be sent here <https://app.occupop.com/shared/job/emergency-accommodation-coordinator-a4b154>
(<https://app.occupop.com/shared/job/emergency-accommodation-coordinator-a4b154>)

Deadline: 8th of October

Region

Galway

Date Entered/Updated

24th Sep, 2024

Expiry Date

8th Oct, 2024

Attachment

[Emergency Accomodation Coordinator Job Description
20210715.docx](#)

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KB

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