

## **PACE: Accommodation Services - Team Lead** **(<https://www.activelink.ie/node/115281>)**



### **Accommodation Services - Team Lead**

**Position:** 1 year contract initially, then subject to funding.

**Reports to:** Accommodation Services Manager

**Location:** Priorswood House, Clonshaugh, D 17

**Working hours:** 25 hours a week.

**Salary:** €30,000

The ideal candidate will play a key role in the delivery of the day-to-day running of PACE's residential service, assisting the Manager and staff team in providing a quality service to residents as they progress through our residential service.

#### **Duties:**

- To assist the Accommodation Services Manager with the day-to-day operations of the service.
- To oversee the day-to-day administration of essential record keeping systems (e.g.) Salesforce and Outcome Star, rosters, petty cash and monthly service reports ensuring compliance with PACE's policies and procedures.
- To support Accommodation Services team with key-working duties and conduct regular audits on PACE's record keeping systems to aid with feedback to the team.
- Attend scheduled team meetings.
- Represent PACE at external meetings as delegated by Accommodation Services Manager
- Supporting the team with case management and Individual Support Plans for residents.
- Liaise with other PACE services as required.
- Act as shift coordinator and ensure all necessary tasks on shift are completed to a high standard.
- Adherence to safety and security protocols.
- Assigning routine tasks and domestic duties to participants.
- Advise and help participant's with housekeeping needs.
- Mediating disputes and encouraging co-operation.
- Undertake any other agreed duties to ensure the provision of the service.

#### **Qualifications, Skills and Experience desired:**

- Degree level qualification in Social Care/ Addiction Studies/ Community Development or relevant field.
- At least 2 years' experience working in residential services, ideally in the homeless sector, low or high threshold.
- Team lead / Supervisory Experience.
- Understanding of Criminal System.
- Understanding of Addiction and Mental Health services.
- Flexibility to work some evenings / weekends.
- Own car and full clean driver's license.

#### **Additions:**

- Pension, upon completing probation
- CPD Continued Professional Development
- EAP Employee Assistance Programme
- Employee Health & Wellbeing Initiatives

**Send your CV and Cover Letter/Personal Statement outlining your suitability for the post and return to Clare Liu at [recruitment@paceorganisation.ie](mailto:recruitment@paceorganisation.ie) (<mailto:recruitment@paceorganisation.ie>) by 12 noon, 16th May 2025**

PACE value diverse experiences, including those who have had prior contact with the criminal legal system.

PACE is committed to providing individuals with criminal records, including formerly incarcerated individuals, a fair chance at employment.

**Region**

Dublin 17

**Date Entered/Updated**

25th Apr, 2025

**Expiry Date**

16th May, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/community/115281-pace-accommodation-services-team-lead>