

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>) 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

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