

Job Description - July 2025

ROLE: Assistant Director of Nursing (Community) – Housing First Multidisciplinary Health Team

HOURS: 35 hours a week, organized between 8am and 8pm to suit team needs.

SALARY: €73,245 per annum.

HOLIDAY: 25 days exclusive of bank holidays (pro rata)

TEAM: Housing First Health MDT

RESPONSIBLE TO: CEO Ana Liffey Drug Project

RESPONSIBLE FOR: The effective delivery of services at Housing First Health

Housing First Values

The core values of Housing First are:

1. All people have a right to housing; housing is a basic human right.
2. People with psychiatric disabilities and substance use disorders should not have to prove they are 'housing ready' or have to 'earn the right to housing' by first complying with psychiatric treatment or attaining sobriety.
3. The programme is strengths-based. Strengths are recognised and appreciated, and each person's potential for creativity, growth, and recovery is acknowledged, honoured, and encouraged.
4. Respect, hope, and creating possibilities are the foundations of helping.
5. People have the power of choice and their life choices are honoured and upheld.

Details of Service:

The Housing First model aims to provide a person sleeping rough, or someone who has been long-term homeless and/ or whom has at least one high support need such as a substance use disorder, mental health issue etc. with their own secure accommodation as well as access to intensive and specialised support services. Housing First is a participant-centered model that focuses on ending homelessness for people who have been homeless for many years or who are particularly vulnerable.

The Housing First Model in Dublin brings together the Health MDT and the Intensive Case

Management Team to ensure accessible and person centered supports are delivered to people living in Housing First Tenancies Across Dublin City and County.

The Assistant Director of Nursing (ADON) for Housing First in Dublin plays a key leadership role ensure the Health MDT acts in fidelity to the Housing First model and to the highest standards of clinical practice at all times.

The ADON will oversee service user (patient) care and ensure the highest quality clinical care plans, referrals and critical decision making in all cases. The post will lead a multidisciplinary team of Clinical Nurse Managers (Mental Health and Intellectual Disabilities), Registered General Nurses), Clinical Psychologists and Occupational Therapists and will hold accountability for final clinical decision making on the team.

The ADON post will ensure that strong links are maintained and high quality referrals are effectively made to primary care and specialist services and that the service users' needs are planned effectively met by the health care team in place.

As part of the wider Housing First programme in Dublin, the ADON will play a key leadership role working in partnership with the Health Services Executive, Dublin Regional Homeless Executive, and the Housing First Intensive Case Management leads.

In addition to the ADON role, the candidate will understand that their employer, Ana Liffey Drug Project, believe strongly in the value of building relationships with our service users. As such, a key element of the role will involve engaging with service users in the frontline service on non-medical issues. Whilst the organization takes every step possible to ensure the safety of its staff, it is important to be clear that due to the nature of the work carried out at the Ana Liffey Drug Project, it is possible that you will experience aggression in the workplace and there is a risk that you may be verbally or physically assaulted. The candidate will receive training in how to avoid and manage these situations; however, in the unfortunate event of an assault taking place, the organisation will provide full support to assist to the candidate to overcome this.

Duties and Responsibilities

Management and Leadership

- Participate in the Housing First Community of Practice, ensuring effective communicate with Housing First colleagues nationally and internationally as required.
- Embody the value and ethos of Housing First and ensure all staff work withing the model, working innovatively and flexibly to meet service user needs with the explicit commitment to provide non-judgmental and unconditional care to all Housing First service suers in need of the MDTs interventions.
- Lead the MDT to understand and practice active inclusion for all Housing First service users who require the services of the Health MDT.
- Lead the MDT to understand and practice Trauma Informed Care.
- Participate in the development of the overall Housing First service plan and in the monitoring and review of activity against plans.
- Participate in the overall financial planning of the service including the assessment of priorities in pay and non-pay expenditure.
- Work closely with the CEO and Head of Finance ensuring expenditure is controlled within budget and identify potential for efficiency savings through improved practices and innovation.

- Participate in the management of the nursing, psychological and occupational therapy services to optimize effectiveness, quality and efficiency, monitoring activity levels and intervening to align resources and maximize efficiencies within the values and ethos of the Housing First Model.
- Plan and guide activities to provide optimum service user care in accordance with service policies and procedure.
- Review and develop roster schedules across the Housing First MDT to ensure the team works flexibly to meet service user's needs.
- Provide operational support to areas of responsibility to include senior management walkabouts, safety and quality checks and patient satisfaction.
- Provide innovative and effective leadership, support and guidance to the MDT and allied staff at all levels.
- Serve on such working groups of committees, such as Senior Management Team deemed appropriate to the role or grade.
- Develop a shared sense of commitment and participation among staff in the management of change, the development of the clinical services and in responding to the changing health needs of patients.
- Keep the CEO apprised of any significant developments within their area of responsibility,
- Undertake other relevant duties as may be determined from time to time by the CEO or other designated officer.

Professional / Clinical Responsibilities

- Provide safe, comprehensive clinical care to service users within the guidelines laid out by Bord Altranais agus Cnáimhseachais na hÉireann, CORU and any other professional bodies relevant to the roles on the Housing First MDT.
- Practice nursing according to Professional Clinical Guidelines, National and Regional Health Service Executive guidelines, local policies, protocols and guidelines, current legislation.
- Provide a high level of professional and clinical leadership.
- Assist with the direction and supervision of the nursing service and wider MDT to provide a high level of service user care.
- Demonstrate behavior consistent with the Mission and Values of Housing First.
- Support the principle that the care of the service users always comes first, and approach work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree.
- Ensure that service users and others are treated with dignity and respect. Place kindness and compassion at the core of daily work.
- Be the point of contact for clinical service and patient related enquiries from the Housing First partners and wider stakeholders.
- Facilitate a weekly case review meeting with Housing First Health MDT to monitor and improve service user care and problem solve as needed.
- Facilitate co-ordination, cooperation and liaison across health care teams and programmes.
- Adhere and contribute to the development and maintenance of clinical standards, protocols, and guidelines consistent with the highest standards of patient care.
- Manage, monitor, and evaluate the systems of clinical care delivery and recommend changes in clinical, practices and policies to reflect an evidence-based practice approach to service delivery.
- Participate in development of quality initiatives including clinical audit and investigation of complaints and untoward incidents.

- Maintain professional standards in relation to confidentiality, ethics, and legislation.

Human Resource Management

- Directly line manage the CNM /RGN roles on Housing First Health MDT.
- Work effectively with the HR leads to ensure that a sufficient number of qualified and experienced staff are available to fill vacancies arising from predictable staff turnover or to deal with periodic peaking of demand.
- Facilitate in the development of personal development planning for direct reports.
- Give support and mentorship to nursing and allied staff as necessary and take action in accordance with agreed service policy, if necessary.
- Monitor sickness / absence and implement local and national control measures, and proactively communicate persistent poor staff attendance to the staff members line manager.
- Follow established procedures for dealing with staff grievances, handling disciplinary matters or negotiating on conditions of employment appropriate to the work as set out in Human Resource policies.
- Foster good employee relations and promote good communication among MDT staff and their interdisciplinary colleagues.
- Deal with relevant industrial relations issues relating to nursing and allied staff in consultation with the HR leads and the CEO, where relevant.

Education and Training

- Ensure all MDT team members are adequately trained in the principles of Housing First model and Irelands Housing First Manual
- Ensure all MDT team members are adequately trained in Trauma Informed Care, addiction awareness, homelessness awareness and all relevant social inclusion areas specific to the service user groups.
- Contribute to service development through appropriate continuous education, research initiatives, keeping up to date with nursing literature, recent nursing research and new developments in nursing management, education and practice and attend staff study days as considered appropriate.
- Advise and cooperate with the Director of Public Health Nursing in HSE DNCC and academic bodies etc., where necessary.
- Provide for the Organisation and the overseeing of clinical placements for student nurses.
- Support and facilitate the education and development requirements of the competency-based approach to nurse management.
- Identify the clinical learning needs of staff relevant to service requirements and individual personal development and communicate these to HR leads to ensure effective training plans for Housing First Health MDT are rolled out.
- Provide support/advice to those engaging in continuous professional development in their area of responsibility.
- Participate in the identification, development and delivery of induction, education, training, and development programmes for nursing and non-nursing staff.
- Participate in in-service training, orientation programmes and appraisals of all nursing staff.
- Participate in nurse training programmes and any other programmes pertaining to future development in the service.
- Provide support supervision and professional development of appropriate staff.

Clinical Governance, Quality Assurance, Risk, Health and Safety

- Comply with the policies, procedures, and safe professional practice of the Irish Healthcare System by adhering to relevant legislation, regulations, and standards.
- Ensure that effective safety procedures are developed and managed to comply with statutory obligations.
- Assist in the development, implementation and review of Health and Safety statements, risk registers as appropriate.
- Adequately identify, assess, manage, and monitor risks within their area of responsibility.
- Document appropriately and report any near misses, hazards and accidents and bring them to the attention of the relevant person(s).
- Monitor, audit and ensure a high level of adherence to hygiene and infection control standards and decontamination, ensuring strict adherence to hand hygiene policies. Lead on and act as a role model in relation to adherence to standards.
- Work in a safe manner with due care and attention to the safety of self and others.
- Ensure adherence to policies in relation to the care and safety of any equipment supplied for the fulfilment of duty. Ensure advice of relevant stakeholders is sought prior to procurement.
- Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards.
- Support, promote and actively participate in sustainable energy, water, and waste initiatives to create a more sustainable, low carbon and efficient health service.

Team working:

- To attend interagency and external meetings as and when required.
- To develop effective working relationships with a variety of professionals in other agencies, health, social services, and education, but also with staff and clients.
- To work sensitively in creating partnerships with external agencies.
- Ability to work with the team and partner agencies to design and implement individual care plans.
- To initiate and maintain effective relationships both internal and external. •
- To initiate and maintain effective relationships with staff and clients.
- To attend and participate in review days as required.

General responsibilities:

- To continuously develop the role in conjunction with your line manager.
- To ensure that all services are being run in an effective and appropriate manner which meets the aims and objectives of the Ana Liffey Drug Project.
- To participate in regular supervision and annual appraisal and help in identifying your own job-related development and training needs.

- To ensure that all Ana Liffey Drug Project policies and procedures are being adhered to, particularly those relating to Health and Safety, Complaints, Code of Practice and Confidentiality.
- To contribute to the effective implementation of the Ana Liffey's Equal Status Policy as it affects both the Ana Liffey and its work with service users.
- To carry out your work in a professional manner at all times.
- To work in accordance with the aims, values, and ethos of the Ana Liffey at all times.
- Undertake any other duties that may be required which are commensurate with the role as directed by a manager.
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Statutory Registration, Professional Qualifications, Experience, etc.

A. Eligible applicants will be those who on the closing date for the competition have the following:

i.	Are registered, or are eligible for registration, in the General Nurse Division of the Register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann).
AND	
ii.	Have seven years post registration nursing experience consisting of at least three years' experience nursing a diverse range of people in the last six years and three years' experience in a nurse management role in the health and social care area.
AND	
iii.	Are educated to Level 8 on the National Framework of Qualifications (NFQ) maintained by Quality & Qualifications of Ireland (QQI) in nursing or related field. (See Note*)
AND	
iv.	Have a post registration management qualification in a health or related field. (See Note*)

- B. Candidates must possess the requisite clinical, leadership, managerial and administrative knowledge and ability for the proper discharge of the duties of the office.

i.	Practitioners must maintain live annual registration in the General Nurse Division, and other divisions as relevant to the specific service, of the Register of Nurses and Midwives, as appropriate, maintained by the Nursing & Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann).
AND	
ii.	Confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).