

**Job Description –Manager, Edel House**

**Job Title:** Manager, Edel House

**Reports to:** Chief Executive

**Date:** January 2023

**Introduction:**

Edel House, emergency shelter for women and children, provides emergency accommodation to women and families who are experiencing homelessness. The Manager will be responsible for the delivery of a service aimed at providing a welcoming, compassionate, and professional service to the women and children in Edel House.

Edel House has recently had a major (€7.5 m) re-development and now offers a state of the art facility in Cork City with 33 self-contained units for single women and for families who are homeless.

This position will involve working 39 hours per week. Some flexibility will be required around working hours and some out of hours on-call will be required.

Applications can be considered from candidates available on a part-time basis.

**Job Purpose Statement:**

To lead the effective and efficient management of Edel House emergency shelter in keeping with the mission, vision and values of Good Shepherd Cork.

To provide strategic leadership and management to the Edel House staff team and work to develop and enhance the service to meet the needs of families experiencing homelessness.

To contribute to the strategic development of Good Shepherd Cork, through active engagement in the GSC senior management team.

**Specific Responsibilities:**

**General**

* Provide a quality service that optimises continuity of care.
* Ensure all residents have a key worker, a formal assessment on arrival and an appropriate care plan.
* Manage all resources for maximum effect in accordance with allocated budget.
* Ensure compliance with all statutory and legal requirements.
* Ensure that all documentation is managed in an appropriate and professional manner and that data which is held is in accordance with the Freedom of Information Act and Data Protection requirements.
* Link with managers of other services within GSC to provide a seamless service across the organisation.
* Manage hygiene, maintenance requirements and Health & Safety of the service, ensuring premises and grounds are kept safe, clean and tidy at all times.
* Participate on committees, sub groups and fora as required and work with other agencies, statutory and voluntary, as necessary.
* Prepare an annual business plan for the service.
* Contribute to the development and implementation of organisational plans, including Strategic Plans.
* Other duties and responsibilities as may be assigned from time to time.

**Human Resources**

* Ensure all staff have access to regular one to one supervision / appraisal.
* Put in place and maintain an effective performance management and development system for all staff.
* Conduct training needs assessment for staff and identify relevant training opportunities.
* Arrange for recruitment and induction of staff as necessary.
* Recruit volunteers to augment and enhance service delivery.
* Organise shift rosters to achieve efficient staffing levels and work within budgetary constraints.
* Keep records of staff contracts, annual leave and other absences in line with the staff handbook.

**Funders & Regulation**

* Relationship management with funders and the other agencies which the service takes referrals from and refers families to.
* Ensure accurate and complete record keeping for statutory and other purposes.
* Maintain PASS system and any other regulatory reporting systems and data.

**Key Requirements and attributes:**

* A recognised professional qualification in Social Care or an appropriate equivalent.
* A minimum of five years post qualification experience.
* Senior experience in a management / leadership role.
* Strategic thinking and ability to contribute to strategic planning and development of Edel House and the wider Good Shepherd Cork.
* Strong decision-making skills.
* Excellent interpersonal and teamworking skills.
* Professional, caring and empathetic approach to working with vulnerable women, children and families.
* Experience/a strong understanding of work in a residential setting is preferred.
* Commitment to the vision, mission and values of Good Shepherd Cork.

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