

Job Title:	Service Manager (Maternity Cover)	Post Holder:	LC
Reports To:	Senior Disability & Young Person Services Manager	Location:	GDH, House, Limerick
Salary:	This role is attached to a defined salary scale that goes from €94,575 per to €98,490, and appointments are made depending on experience and qualifications.		

Purpose of the Job

The role of Service Manager is vital to the successful delivery of quality services in NOVAS for our clients. The Service Manager will support the clients and staff of NOVAS GDH House.

The Service Manager will report to the Senior Disability & Young Person Services Manager and will be a member of and work collaboratively with the NOVAS GDH House team and wider NOVAS organisation.

This role involves working mainly during core office hours Monday to Friday and may require working occasional meetings, nights, or weekends depending on the needs of the service. The Service Manager will also be required to support the night team members through team meetings and supervision. Service Managers participate in the NOVAS Emergency Contact role to provide guidance to front line employees approximately 10-15 working days per year.

This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review.

Environment of the Job

NOVAS is a not-for-profit organisation and Approved Housing Body, we work with single adults, couples, and families, and who are homeless or at risk of being homeless. We also provide a service for unaccompanied minors seeking asylum. We support adults with disabilities and complex needs. We provide a range of services and accommodation. Our first service was established in Limerick in 2002 which was a temporary low-threshold emergency homeless accommodation and we have grown from there. We now have over 200 staff, and more than 30 services in Limerick, Dublin, Clare, Kerry, Cork, and Tipperary including emergency homeless accommodation, transitional homeless accommodation, social housing and community-based services for tenancy sustainment, homelessness prevention, mental health and recovery.