

DUBLIN CENTRAL MISSION

Welcoming. Serving. Supporting.

Home Manager – Margaretholme Assisted Living Complex (Permanent, Full Time)

Dublin Central Mission have an exciting opportunity for a Home Manager to join our team.

Role Overview:

The Home Manager will provide overall management of Margaretholme ensuring that all residents live in a safe and supported home environment. Developing current services, managing staff and building relationships within the community.

Profile & Qualifications:

- Current NMBI registration.
- Nurse Manager with experience in nursing home care or a supported living environment for elderly residents.
- Management qualification would be desirable or an interest in pursuing a relevant qualification.

Key Responsibilities:

- Resident Responsibilities
 - Manage the Assisted Living Complex for Dublin Central Mission (DCM). The complex consists of 39 units (35 single and 4 double) with overall capacity for 43 residents.
 - Provide a safe, caring and homely environment under the ethos of DCM for all of our residents.
 - Ensure that the units are filled in accordance with the RTB and AHB standards and in conjunction with the maintenance team. Pre-Assessing potential residents and managing the on-boarding process for all new tenants.
 - Ensure that all residents are monitored so that there is a full awareness of dependency levels with the relevant supports in place to continue to live independently. Liaising with the Public Health Nurse or other HSE contacts to ensure residents needs are supported.
 - Plan monthly schedule of activities with input from residents.
 - Ensure meals are of a high standard and liaise with the Head Chef to ensure menu planning is in place with choice and input from the residents.
- Staff & General Management Responsibilities
 - Management of all site staff, including performance management, training and development, monthly rosters and absence management.
 - Ensure the complex adheres to all Health & Safety standards and legislation at all times.
 - Participate in the yearly maintenance planning and regularly update the Head of Services and Maintenance Manager on any areas of concern.
 - Ensure effective engagement with all stakeholders both within DCM and the community.

Applicants for the above post should submit a letter of application and CV by email to Liane Brown-Feaheny at hr@dublincentralmission.ie. A detailed job description is available on request.

Dublin Central Mission is an Equal Opportunities Employer.