

Job Advert



Housing | Health | Recovery

Acting Manager

Service:	NOVAS Family Hub
Location:	Ennis, Co Clare
Duration:	Fixed Term Contract (01.09.2026 - 31.12.2026)
Hours:	40 hours
Published:	19.06.2026
Application Closing Date:	23.07.2026

NOVAS is a not for profit organisation and Approved Housing Body. We work with single adults, couples and families who are homeless or at risk of being homeless. We provide a range of support services and accommodation. We have over 300 staff, and more than 30 services in Limerick, Dublin, Clare, Kerry, Cork and Tipperary including residential homeless services, social housing and community based services for tenancy sustainment, homelessness prevention, mental health and recovery.

The Service Manager will report to the Senior Residential Services Manager West and work collaboratively with the NOVAS Residential Services West staff team and wider NOVAS services. The Service Manager will work closely with external service providers, local authorities and local communities in the region. The Service Manager is responsible for managing and supervising staff, maintaining a high standard of service delivery, ensuring that the service provision is person centred, effective, safe and promotes positive health and wellbeing for clients.

NOVAS is a Trauma Informed practice organisation and the principles of collaboration, diversity, respect and trust are embedded in our way of working together. Our services are provided through support of our partners in local government through the Local Authorities, HSE, and other donors and funders

Desirable Skills and Knowledge (Please see Job Description for complete Person Specification)

- Professional Qualification in Social Care or another related allied health profession, at a minimum level 7. Registration as a Social Care Worker with CORU will also be considered.
- One year experience in working with people who are people who are homeless or other social care groups.
- Strong administration skills for record keeping and report writing and computer literacy.



- Ability to provide services that foster and enhance the dignity, development and independence of the individual.
- Have an understanding of care and case management protocols including; care planning, needs assessment, risk management/assessment, incident management/prevention and key-working
- Ability to communicate effectively with a wide variety of people.
- Understanding of the needs of vulnerable people who are homeless, with focus on the specific needs of people with complex needs.
- Knowledge of and a commitment to equal opportunities.
- Full drivers licence and use of own car.
- Garda Vetting will be sought for this role.

We offer a competitive benefit package including 26 days annual leave pro rata, access to further education supports and contributory pension.

If you would like to work for, an application form and job description can be found on the careers section of our website www.novas.ie/work-for-us. If you require any further information or wish to submit a completed application form, please email tracey.mccarthy@novas.ie