

Job Title:	Team leader
Location:	Kerry Hub, Tralee
Reports to:	Regional Services Manager
Hours:	35 hours per week. Some out of hours work may be required.
Job Type:	Permanent
Salary :	44,000
Purpose:	To lead and manage a team and ensure the delivery of a quality service to clients in accordance with organisational standards and targets.
Contact Email:	Dylan.Murphy@coolminetc.ie
Application Ref.	<u>CTC/HR/KRY/MGT/TLKY/0524</u>

Coolmine is a leading drug and alcohol treatment centre providing community, day and residential services to men and women with problematic substance use and their families in Ireland established since 1973. Coolmine Therapeutic Community believes that everyone should have the opportunity to overcome addiction and lead a fulfilled and productive life.

We now have a vacancy for a Team Leader. The successful candidate will report to the Regional Services Manager, to lead and manage a team and ensure the delivery of a quality service to clients in accordance with organisational standards and targets. However, the successful candidate may be required to work in any of Coolmine's service centres.

Role Responsibilities: (Include, but not limited to)

- Lead and work as part of a team with regular and consistent communication, participating actively at all team meetings and supporting the ethos, philosophy and methodology of the therapeutic community model; reporting to Regional Service Manager for individual support, supervision, performance appraisal, and client case review; and working within the parameters of the Coolmine HR policies and procedures.
- Support and develop the team, ensure regular Process, Supervision and Performance Management
- To work with the Regional Service Manager to ensure that all aspects of health & safety regulations are adhered to. Make recommendations and produce an action plan to the Services Manager for building improvements, repairs, and refurbishment, in keeping with Health & Safety policy and procedures
- Work with Regional Service Manager to ensure their centre is delivering in all areas of Human Resources with Performance Management, Communications and staff training.

- Assist in the annual budget preparation for the services in conjunction with the Services Manager to manage service performance in line with budget.
- Monitor and support staffs case management ensuring that documentation is completed and all areas are being covered with clients, that links are being made with the relevant internal and external services, and that a consistently high standard of care plans, key working assessments, case review and referrals are being carried out in line with the aims of the project.
- Ensure all administrative duties are carried out in accordance with the required timelines and procedures in the area of time sheets, leave and absence records, rosters, and all other relevant paperwork.
- Ensure that all addiction and recovery issues are explored for the individual that cover his/her engagement in a self-help programme; that issues pertaining to relapse prevention, de-addiction and craving are explored and accounted for; that realistic and attainable goals and objectives are agreed by client and key worker and implemented into the care plan; ensure that review meetings are conducted and run in a way that promotes full participation by the client and key worker.
- Facilitate group therapy sessions, psycho-educational workshops, formal and informal gatherings in a professional and ethical manner and in accordance with Coolmine Therapeutic Community's standard operational policies and procedures.
- Actively engaged in continued personal development and training for the benefit of self, clients, management and organization, attending regularly clinical and line management supervision sessions and establishing strong links and liaison between these supervisory outlets.
- To engage Coolmine code of ethics as well as the overall values of Coolmine.

Person Specification

Education

- Third Level qualification in Addiction Studies, Addiction Counselling or related field, Minimum of level 7 accredited Diploma from a recognized third level institute

Mandatory

- Two years' experience working within the drug and alcohol field.
- Experience of working directly with service users.
- Experience of the implementation and evaluation of care planning.
- Experience in providing statistics and reports.
- Full clean driving licence and willingness to drive as part of work.

Desirable

- Experience in Line management Supervision and Performance appraisal
- Accredited CRA therapist or working towards accreditation
- Experience of group facilitation.
- Experience of work in a Therapeutic Community.

Knowledge & Skills

- Knowledge and experience of clinical governance
- Knowledge of drugs and their effects.
- Ability to communicate positively with addictive client base.
- Ability to take a non-judgmental approach to substance misuse.
- Ability to deliver an emphatic approach to service users.
- Understanding of the connection between drug misuse and offending behaviour.
- Knowledge of local, Irish and European legislation in relation to data protection health, safety and welfare.
- Ability to hold group work sessions.

Competencies Required

- Strong interpersonal skills
- Clear written and verbal communication skills
- Strong Leadership Skills
- Skills to motivate and develop staff to deliver quality service
- Capacity to work effectively under pressure
- Committed to meeting the needs of excluded and marginalised people.
- Ability to manage change and be responsive to evolving organisational change.
- Solution focused
- Ability and experience in managing service data and compiling timely reports on service activity.

Application Process:

Interested candidates who meet the Person Specification requirements should send their CV & cover letter to Dylan Murphy, HR Administrator on Dylan.Murphy@coolminetc.ie

Please quote the application reference number [CTC/HR/KRY/MGT/TLKY/0524](#)

The closing date for applications is **Wednesday June 12th 2024.**

Coolmine Therapeutic Community is an equal opportunities employer.