

<b>Job Title:</b>	<b>Team Leader</b>
<b>Location:</b>	D15CAT Hub, Blanchardstown, Dublin 15
<b>Reports to:</b>	Community & Day Services Manager
<b>Hours:</b>	35 hours per week
<b>Job Type:</b>	Full-Time – 24 Month Fixed Term Contract
<b>Job Ref. Code</b>	HR/DUB/FLM/TLD15/0824
<b>Salary:</b>	€44,000 per annum.
<b>Purpose:</b>	To lead and manage team to ensure the delivery of a quality service to clients that meets organisational standards and targets.
<b>Contact Email:</b>	<a href="mailto:dylan.murphy@coolminetc.ie">dylan.murphy@coolminetc.ie</a>

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

**Role Responsibilities: (Include, but not limited to)**

- To engage with and build trusting relationships with all clients at a formal and informal level in order to develop a viable and productive therapeutic relationship, treating them with dignity and respect at all times in order to promote and motivate clients towards full recovery, while working within the ACI and Coolmine code of ethics as well as the overall values of Coolmine.
- Proving leadership and line management to D15 CAT staff 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 D15 Community Addiction Team.
- Review and evaluate the effectiveness of the services in D15 CAT service in collaboration with the Community and Day services Manager through mediums such as internal statistics, emerging trends, client and staff feedback, quality peer reviews and audits responding to presenting client need and making recommendations for future service development.

- Report to the Community and Day Services Manager for individual support, supervision, performance appraisal, and client case review; and working within the parameters of the Coolmine HR policies and procedures.
- Conduct thorough assessments with client case load, in order to put in place comprehensive care plans that address clients' needs with a system of regular review.
- Ensuring that all relevant documentation, filing, statistics, and paperwork are in line with the aims and standards of the project. Provide 1:2:1 support for clients, consulting with them and enabling them towards positive career plans and a healthy drug-free lifestyle.
- Enhance overall service delivery by establishing links with external partner agencies in D15 and build relationships to assist in information sharing, inter-agency working and collaborative projects, in particular BLDATF.
- Deliver a Family Support service using evidenced based models (5 – step method and CRAFT) and working collaboratively with already established D15 Family support services.
- To ensure that all aspects of building maintenance, repair, and facility standards are attended to. Make recommendations for building improvements, repairs, and refurbishment, in keeping with Health & Safety policy and procedures.
- To 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.
- To ensure that 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.
- To be actively engaged in continued personal development and training for the benefit of self, clients, management and organization, attending regularly at all clinical and line management supervision sessions and establishing strong links and liaison between these supervisory outlets.
- Work with Community & Day Services 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 Residential Services Manager. Manage service performance in line with budget.

- To participate in the manager on-call rota as laid down in the policy covering this area.

## **Person Specification**

### **Education;**

- Candidates must hold a minimum of NFQ Accredited Diploma Level 7 – Counselling / Addiction Studies or relevant field, qualification from a recognised body however a level 8 is desired.

### **Experience**

- Three years experience working within the drug and alcohol field.
- Experience of working directly with service users.
- Experience in Line management Supervision and Performance appraisal (desirable)
- Experience of the implementation and evaluation of care planning.
- Experience of work in a Therapeutic Community.
- Experience of group facilitation.
- Experience in providing statistics and reports.

### **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 and challenging 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.

### **Competences 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.

### **Personal Attributes**

- Integrity, honesty, confidentiality and builds trust with others.
- Ability to foster and nurture reciprocal interactions with children.
- Team player and with flexible approach

- Respect for the values and ethos of Coolmine Therapeutic Community

### **Application Process**

Interested candidates who meet the Person Specification requirements should send their cover letter, CV & Letter of Eligibility (where needed) to Dylan Murphy HR Administrator at [dylan.murphy@coolminetc.ie](mailto:dylan.murphy@coolminetc.ie) before Tuesday the 27<sup>th</sup> of August.

Please quote this application reference code HR/DUB/FLM/TLD15/0824

***Coolmine Therapeutic Community is an equal opportunities employer.***