

Job Title:	Team Leader
Location:	EDIT Hub – Raheny, Dublin 05
Reports to:	Community & Day Services Manager.
Hours:	35 hours per week. Some out of hours work required.
Job Type:	Permanent
Salary	€44,000
Purpose:	To lead and manage the team to ensure the delivery of a quality service to clients that meets organisational standards and targets.
Contact Email	dylan.murphy@coolminetc.ie
Application Reference	HR/DUB/FLM/TLED/0724

Coolmine is a leading drug and alcohol treatment service 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.

Key Responsibilities: (Include, but not limited to)

- To carry an individual case load, 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 Coolmine code of ethics as well as the overall values of Coolmine.
- Proving leadership and line management to Edit 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 Coolmine.
- Review and evaluate the effectiveness of the services 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 service needs and making recommendations for future service development in line with Coolmines strategic plan.
- Report to the Community and Day Services Manager for individual support, supervision, performance appraisal while working within the parameters of the Coolmine HR policies and procedures.
- Ensuring that all relevant documentation, filing, statistics, and paperwork are in line with the aims and standards of the project.
- Enhance overall service delivery by establishing links with external partner agencies in the North Dublin area and build relationships to assist in information sharing, inter-agency working and collaborative projects.
- 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. Respond to all building improvements, repairs, and refurbishment in a timely manner 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.
- Always working in line with the ethos of Coolmine with a solution focused attitude to all issues as they arise.

Administration skills

- Proficient in Case Management systems. E.g. Ecass
- Effectively implement work plans.
- Maintaining clear reporting structures and Keeping records pertinent to the post and observe professional standards ensuring confidentiality of records and security of same.
- Administer the day-to-day aspects of the service and facilities.
- Provide reports and statistics as requested.
- Participate in ongoing evaluation and in initiatives to improve the quality of all aspects of the service.

Person Specification

Education

- Third level education in relevant Social Care field recognised accredited NFQ Level 7 Degree / Diploma or higher (Minimum Recognised Level 7 Diploma)

Experience

- Minimum **Three years' experience** working within the drug and alcohol field.
- Experience of working with people from a marginalised society is an advantage.

- Line management and Supervision experience
- Familiar with various models of rehabilitation, counselling, and recovery approaches.
- Two years' experience of the implementation and evaluation of care planning/Case management
- Experience of coaching and mentorship is desirable
- Experience of working as part of a multidisciplinary team and interagency working within addiction services.

Knowledge & Skills

- Strong Leadership Skills
- Skills to motivate and develop staff to deliver quality service
- Has excellent communication and listening skills.
- Enjoys working with people, is approachable, and demonstrates warm and friendly mannerisms.
- Is clear and explicit about professional and personal boundaries.
- Clear written and verbal communication skills
- Have a “can do” attitude and a positive solution focused approach to problem solving and conflict resolution.
- Uses assertive behaviour, demonstrating dignity and respect for self and others at all times.
- Capacity to work effectively under pressure
- Committed to meeting the needs of excluded and marginalised people.

Competencies

Core:

- Quality
- Teamwork
- Accountability

Organisation & results

- Manage multiple priorities
- Drive for results
- Operational Excellence

People & Team

- Developing Others
- Managing under pressure
- Self-Awareness

Application Process:

Interested candidates who meet the Person Specification requirements should send their CV & cover letter with application reference code to Dylan Murphy, HR Administrator at dylan.murphy@coolminetc.ie.

Please quote this application reference CTC/HR/DUB/FLM/TLED/0724

The closing date for applications is **Thursday the 25th of July 2024.**

Coolmine Therapeutic Community is an equal opportunities employer.