

## **Mid West Simon Community: Team Leader – Oak Lodge** **(<https://www.activelink.ie/node/115784>)**



### **Team Leader**

### **OAK LODGE LIMERICK - Immediate Vacancy**

**Job Title:** Team Leader – Oak Lodge

**Reports to:** Service Manager

**Contract:** Full Time permanent - subject to funding

**Salary Details:** Dependent on experience

### **Job Purpose:**

To work as part of a staff team in Mid-West Simon services ensuring that services offered by the organisation operate effectively and consistently to best practice standards.

To help ensure Mid-West Simon Community provides high-quality, effective emergency accommodation support services to families.

### **Main Duties & Responsibilities:**

- To assist in the recruiting and management of the staff team, including supervision
- In the absence of the project manager, manage the project.
- To perform appropriate responsibilities as assigned by the Project Manager
- To provide a high level of service delivery by ensuring that the service is person-centred, effective, safe, and promotes health and well-being for service users and staff.
- To assist the project manager in ensuring that the service complies with relevant legislation, regulations, national, organisational, and local policies, and standards.
- To be responsible for managing service users' files and ensuring that a case management is monitored, which is at the centre of Mid-West Simon work
- Ensure that the project's day-to-day activities operate smoothly and in compliance with Mid-West Simon's policies and procedures.
- Establish and maintain a safe, welcoming, and friendly atmosphere.
- Work with all residents to gain their trust and respect.
- Address challenging situations in sensitive manner from trauma informed approach and within the framework of Mid-West Simon policies and procedures
- Ensure that service users are consulted and involved in the project's functioning to the highest level possible
- To assist the day and night staff teams, the team leader will be asked to work several various shifts of varying lengths as specified in work rosters, including shifts on weekdays, evenings, weekends, and Bank Holidays
- To be part of Mid-West Simon on call rota
- Maintaining strong, mutually beneficial relationships with outside agencies and the local community
- Perform administrative and financial procedures in line with Mid-West Simon policies and procedures.
- To assist in the preparation of reports, statistics, and other information as requested by Project Manager
- To contribute to policy formulation by working productively and effectively as a member of the management team

## Essential Criteria

- A Level 7 degree or equivalent in Social Care / Applied Social Studies in Social Care or a similar area is required, experience working with a vulnerable group, ideally those experiencing homelessness.
- Team Leaders will be familiar with the nature of homelessness and other marginalised groups, as well as having prior experience dealing with vulnerable people.
- Strong paperwork and organisational skills.
- Demonstrate the capacity to treat the client group in a non-judgmental and trauma-informed manner, which is the foundation of Mid-West Simon service delivery in a variety of contexts.
- An ability to operate independently in a complex, ever-changing environment. Knowledge of care and case management procedures such as care planning, needs assessment, key-working, case conferences, and the PASS system.
- Understand how to operate within an inter-agency framework and a harm reduction model of care.
- Full clean driving licence

## Desirable

- Training in trauma-informed approach is preferable but not required.
- One year of supervisory experience is desirable.

## General

- To always project a positive image of Mid-West Simon Community.
- To maintain confidentiality on all matters relating to clients, staff, volunteers, and general Simon Community Business.
- To be aware of and adhere to all Mid-West Simon Community Policies and Procedures currently in operation.
- To attend the house, staff and other meetings as required.
- Client-focused, adaptable, accountable, resilient individual.
- Excellent communicator, with the ability to advocate on the client's behalf.
- Ability to assist with assessment, planned support, key working with vulnerable people, whilst being respectful and professional.
- All other duties as may be from time to time requested by management, and which are consistent with your job and responsibilities.

## Additional information:

- 21 days paid holidays plus 1 gifted day for your birthday and 1 Christmas Shopping Day.
- Pension entitlement (after 1 year).
- Access to Employee Assistance Programme.
- Internal/external recruitment process.

## To apply:

To apply please send updated CV's and Cover Letter to [recruitment@mwsimon.ie](mailto:recruitment@mwsimon.ie) (mailto:recruitment@mwsimon.ie) by 30th May 2025 by 11 am.

All job offers will be subject to Garda vetting and reference checks. A panel may be created.

Mid-West Simon Community is an equal opportunities employer and welcomes applications from all sections of the community.

Mid-West Simon Community Project funded by Limerick City and County Council.

### Region

Limerick

### Date Entered/Updated

22nd May, 2025

### Expiry Date

30th May, 2025

