

Frontline Make Change: Team Leader - Community Addiction Team (NEIC) (<https://www.activelink.ie/node/115949>)



Job Title: Team Leader - Frontline Community Addiction Team (NEIC)

Salary: Social Care Leader Salary Scale 2020

Hours: 35 hours per week – Monday to Friday with the potential for ad-hoc weekend work / out-of-hours work

Reports to: Frontline Clinical Services Manager

Responsible for: Daily Management and delivery of Frontline's Community Addiction Team (NEIC), Prioritising Service Access, Engagement, and Case Management of people struggling with problematic substance use in North Dublin City

Location: Killarney Court Buckingham Street Upper Dublin 1 - The role, duties, and location are liable to change in line with the need and/or expansion of services. Location rotation is the norm

Job Description

This is a key role for Frontline Make Change, the successful candidate will work across the addiction brief of the organisation in all directorates. In particular, the role will:

- Prioritise managing and directing the 'identify and engage' priority to maximise the reach of Frontline's NEIC addiction service and access to formal case management and treatment for service users
- Ensure that the health-led approach is implemented in line with the National Drugs Strategy and that Sláintecare and organisational benefits are optimised i.e., referral to Community Health Networks, Primary Care teams etc
- Maintaining and develop working relationships throughout the community to primarily ensure early and easy access to Frontline's service

As this is a new role, it will be fluid and developmental and will have to adapt to the inevitable changes and needs of the organisation and wider policy landscape. The team leader role will include all aspects of the management of the service, including staff management and any additional work directed by the Clinical Services Manager.

The key work areas for this role are as follows:

- Implement the priority of getting people into the service and engaged in a treatment plan
- Lead on the development and implementation of the 'Identify & Engage' priority of work to ensure a consistent and regular inward flow of people with problematic use meeting needs in North Dublin City
- Work with healthcare and social care providers in the area to maximise referrals to the service
- Represent and engage on behalf of Frontline's at relevant committees and meetings in the area
- Ensure that people accessing the service are allocated an addiction practitioner and are engaged in 1-1 support and/or case management
- Implement and monitor all care plans and sustain engagement of service users
Ensure continuity of service user engagement at all times
- Operational planning and implementation in conjunction with the clinical service manager
- Work directly with clients, including but not limited to 1-1 and group work

Leadership and management:

- Be the daily point of contact for staff and lead operational decisions relating to clients and other
- Day-to-day management of the team, including 1-1 support and line management, monitoring and reporting on service stats (Salesforce, HRB'S, etc), oversee any internal or external service reporting (eg; logic models, annual report, reports for funders), managing petty cash, and other general management admin duties
- Day-to-day management of the service, including overseeing and implementing policies and procedures, including but not limited to internal policies, health and safety, fire safety, child protection etc
- Managing petty cash and relevant budgeting
- Engagement with and representation on local committees/structures
- Stay current and lead on implementing internal work processes, policies, and procedures

The team leader's role, duties, and location are liable to change in line with the need and/or expansion of services.

Skills and Experience Required

Education and Professional Qualifications:

Essential

- Degree in Social Care or relevant
- Professional Qualification in Addiction

Desirable

- Addiction and Social Inclusion Specialisation
- CRA accredited and trained in SMART, MI, CBT
- Leadership qualification

Clinical Experience

Essential

- Leadership qualities with experience (3+ years) in a range of clinical issues (within an addiction agency/service provider setting)
- 5+ years' experience managing a caseload of intensive support
- Experience working with individuals with addiction issues in a range of settings including group work

Clinical Governance and Risk Management

Essential

- Experience in clinical governance/risk management
- Experience in producing, implementing, and complying with policies and procedures
- Experience in data management including producing and writing reports
- Experience in maintaining professional clinical standards in line with the requirements of relevant regulatory bodies

Desirable

Experience in dealing with high-risk personal and governance issues

Leadership and Management

Essential

- Experience in leadership and management in a clinical setting (minimum of three years) – staff relations and supervision, daily management of a service, prioritising tasks, allocation of work, rosters etc
- Good human resources skills and ability to be a problem solver and solution-focused thinker
- Experience in managing relationships with Community, Voluntary, and Statutory reps
- Excellent communication skills both verbal and written

Application Process

Application is by way of CV emailed to corrine@frontlinemc.ie (<mailto:corrine@frontlinemc.ie>). The closing date is Friday 4th July. Interviews will take place soon after.

Region

Dublin 1

Date Entered/Updated

3rd Jun, 2025

Expiry Date

4th Jul, 2025

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