



DUN LAOGHAIRE RATHDOWN OUTREACH PROJECT

JOB DESCRIPTION

Job Title	Team Leader Rehabilitation Team
Location	45 Upper Georges Street, Dun Laoghaire, Co Dublin
Reporting To	Manager
Hours of Work	35 Hours per week with possibility of out of hours working on occasion
Salary	Point 1 HSE Social Care Leader Salary Scale (Oct 2010)

Job Purpose

- To lead the work of the Rehabilitation team which is a small team of professionals providing support and planned evidenced based interventions on a one-to-one and group basis to individuals engaged in problematic substance misuse.
- To work with all stakeholders ensuring that the organisation can provide consistent, sustainable, measured and high quality supportive interventions to our service users.
- To work in accordance with the organisation's missions, values, aims and objectives, policies and procedures and in line with best practice.
- To develop and maintain effective working relationships and networks across the community to provide positive and consistent referral and progression pathways for service users. Work actively to identify and record the needs of service users so as to work with stakeholders in responding to local need.

RESPONSIBILITIES

Project Ethos

- To provide excellent leadership and management to the Rehabilitation Team with regular and consistent communication, participating actively at team meeting and supporting the ethos, philosophy and methodology of the biopsychosocial approach to substance misuse rehabilitation.
- To ensure that planning, development and implementation of work is supported and recorded through written and verbal communication, record keeping, report writing and all other administrative duties

Human Resources

- To provide regular and scheduled line management to the team of project workers in line with the organisations policies
- To provide consistency and support regarding the professional development of all staff and sessional workers on the Rehabilitation services
- To organize the allocation of work fairly and consistently across the Rehabilitation Team
- To manage the leave requirements of the team ensuring continuity of service provision whilst ensuring that staff have adequate time off
- To ensure that appropriate clinical supervision structures are in place for the team in line with organisational policies and best practice guidelines
- To report to the Manager for individual support, supervision, performance appraisal and service user case reviews in line with the organisation's policies and procedures.
- To oversee daily check ins with the staffing team providing support and oversight

Service Users

- To ensure that services being delivered to service users are evidence based and measured with clearly defined outcomes that can be monitored and reported on.
- To ensure that organisation's services continue to operate and evolve as required in line with the needs of the organisation and service users ensuring that data gathered is of excellent quality and up to date.
- Ensure that assessment of service users adequately captures the needs of the service user and informs the development and monitoring of Individualised care plans.
- To plan, develop and deliver groups across the Pre Entry, Stabilisation and Drug Free groups and as when appropriate.

- To keep up to date and upskill around good practice and procedures in the delivery of services, so as to develop the services adequately.

Administration and management

- To provide monthly reports to the Board of Management detailing activities: outputs and outcomes during the reporting period across the support services
- To provide a summary of key activities for inclusion in the organisations Annual Report and Funding reviews
- To review service user case notes and records to ensure compliance in relation to best practice on record keeping, confidentiality, consent and data protection
- To maintain a record of all service attendance ensuring that data is not duplicated and is a true reflection of the ongoing work of the organisation
- To schedule and manage monthly house meetings in conjunction with the Community Employment Supervisor
- To regularly gather service user feedback to inform the review, planning and development of service provision
- To work closely with the manager and community employment supervisor to discuss the needs of the service in relation to time tabling, external professionals, assessments, staffing and interagency work.
- To participate at Governance level through participation on subcommittees of the board

Pre- requisites for position

Essential

- Third level qualification in the area of addiction or related social care field
- Minimum of 3 year experience working with people affected by substance misuse and addiction in a keyworking
- Minimum of 2 year experience working with people affected by substance misuse providing group programmes
- Minimum of 2 years experience working in a line management and supervision of teams especially as a Team Leader or within a middle management capacity.
- Experience in the implementation, review and evaluation of treatment interventions and programmes
- Experience in report writing with focus on outcome reporting

Desirable

- Relevant training and/or work experience in the area of community development and / or addiction specific treatment and rehabilitation
- Experience in relapse prevention and other evidence based approaches
- Accredited Community Reinforcement Approach Practitioner
- Experience utilising eCASS CRM

Competencies

- The ability to be a self motivated and self starter with knowledge and ability to lead effectively
- Knowledge and experience of clinical governance
- Knowledge of drugs, their effects and a variety of approaches to working with substance use dependency
- Have excellent written, verbal and IT communication skills with a proven track record in communicating effectively with people
- The ability to work professionally, with empathy and have a non-judgmental approach to substance misuse
- The ability to work within professional boundaries
- Good administration, organisational and time management skills
- Be a motivated individual with lots of initiative who will bring real commitment and passion to the work
- Have knowledge of local, Irish and European legislation regarding GDPR, Health & Safety and policy governing community & voluntary organisations.

