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| Job Title | Team Leader (Day Opportunities) |
| **Date Prepared** | June 2025 |
| **Reports To** | Programme Coordinator |
| **Roles Reporting** | Direct Support Staff |
| **Key Relationships & Interactions** | Internal All members of staff and individuals supported. External Families, employers, training bodies, local community members, clinical support services, HSE. |
| **Terms and Conditions** | The role arises as a result of the evolution of the services and the expansion of Day opportunities models of support.  Salary aligned to Social Care Worker salary scale 2021.  **Eligibility criteria**   * Third level qualification in a relevant professional discipline. * Have at least 2 years’ relevant experience (Experience in a leadership role is desirable). * Proficient in supporting, mentoring and leading staff teams. * Skilled in collating, reviewing, and developing Person Directed Plans, Safeguarding, Rights, Health & Safety, etc. * The ability to demonstrate excellent leadership and management skills. * Experience working with teams to support adults with intellectual disabilities or Autism. * An understanding of the WALK’s Vision, Values, Ethos and Mission and a positive vision for the future. * Have excellent interpersonal and communication skills. * Have experience of managing stakeholder relationships, to maximize meaningful opportunities available to the people we support. * Have a commitment to ongoing career development and a willingness to undertake leadership training and mentoring. * Be flexible to work across Service locations. |
| Job Overview | WALK Day opportunities programmes & support are delivered across several geographical locations in Dublin.  **In conjunction with Programme Co-ordinators and others:**   * Listen to each individual and support them to voice their will and preference. Support and champion the persons rights to experience a meaningful life. Support the implementation of supports that comply with the expectations expressed by individuals. * Promote and establish positive relationships with individuals, their families and staff. Regular Liaison and communication with families, residential services, other community bases and clinical support teams. * Take a leadership role in driving, planning, implementation and evaluation of Person Centred plans. Ensuring local oversight on Person Centred plans, records and actions. * Have a good knowledge of the New Directions standards and EASI tool process. Participate in and lead the implementation and development of these standards through team meetings. * Leading and supporting the staff team on a day-to-day basis specifically providing local supervision to the teams’ staff members as agreed with the Programme Co-ordinator, utilising a coaching style for team members. Plus, the induction of new staff/ volunteers and students etc. * Ensuring cover and being flexible in supporting linked day supports. * To participate in and undertake audits, as per organisational policy and New Directions standards/ regulations and to implement actions as identified from audits. Participate in/ develop and lead service improvement initiatives to include compliance with National Standards, service monitoring, evaluations and audit. * Observe and report on the health and well-being of Service users. Take appropriate action to assist and report concerns to the Programme Co-ordinator, Healthcare Co- ordinator and any Clinical review processes. Provide guidance to other staff members as relevant. * To carry out Risk Assessments in conjunction with the Programme Co-ordinator, as part of person centred planning and supporting Service Users in life choices. * To oversee and implement all COVID related protocols. * The Team Leader is responsible for the locations petty cash and purchasing process and must record all expenditures and in the event of any discrepancies, report them to the Programme Co-ordinator immediately. * Consulting and seeking approval prior to any communication to outside bodies: Government Departments, Health Service Executive, Media/Electronic/Paper. * The Team Leader may be assigned primarily to one location; however, the need may arise for flexibility to work in other areas within the services. * Briefing Programme Co-ordinator, Leader of Day Supports, Director of Services frequently. * Participation in any mentoring programmes, formal professional training and action learning activity (including reading relevant suggested material, shadowing, service visits etc) |
| **Competencies – to be assessed at interview** | * Human Rights Based Approach * Low Arousal Philosophy & Practice * Resilience, Positive Attitude & Openness to Change * Effective Communication & Working Relationships * Planning, Organising & Prioritising * Leadership * Innovation, Creativity & Problem Solving * Communication and Influencing skills. * Motivating, Developing, Empowering * Initiative Drive and Resilience * Managing Performance * Quality Focus |

This job description indicates the main functions and responsibilities of the post and is subject to review and amendment in the light of changing circumstances and may include other duties and responsibilities, as may be determined from time to time.