

<b>Job Title:</b>	Team Leader
<b>Location:</b>	Various
<b>Reports to:</b>	Cork - Kerry Service Manager
<b>Hours:</b>	35 hours per week. Some out of hours work required.
<b>Job Type:</b>	Permanent
<b>Salary :</b>	42,000
<b>Purpose:</b>	To lead and manage community-based drug and alcohol hub to ensure the delivery of an evidence-based quality service to clients that meets organisational standards and targets.
<b>Contact Email:</b>	<a href="mailto:johnc@coolminetc.ie">johnc@coolminetc.ie</a>

Coolmine is a leading drug and alcohol treatment centre providing community, day and residential services to men and women and families with problematic substance use since 1973. Coolmine believes that everyone should have the opportunity to overcome addiction and lead a fulfilled and productive life.

Coolmine, in conjunction with Cork Local Drug and Alcohol Task Force and Southern Regional Drug & Alcohol Task Force will develop multiple community based drug and alcohol hubs to deliver frontline community-based drug & alcohol treatment interventions in the Cork & Kerry region.

We now have vacancies for 5 Team Leaders to lead and manage each team, to ensure delivery of quality & evidence-based services to clients, with the aim of meeting organisational standards and objectives. The successful candidates will report to the Cork - Kerry Service Manager. The service hubs will be based in Mahon, Tralee, Mallow, Skibereen and Midleton.

**Role Responsibilities: (Include, but not limited to)**

**Service Delivery**

- Lead the community-based drug and alcohol hub to ensure the provision of evidence-based treatment programmes and rehabilitation for all clients accessing the service
- Lead the team with regular and consistent communication, whilst supporting the ethos, philosophy, methodology and values of Coolmine TC.
- Ensure delivery of a client participation strategy in the community-based drug and alcohol hub and report on same
- Enhance overall service delivery by establishing links with local agencies to promote inter-agency working and collaborative case management

- Review and evaluate the effectiveness of the community-based drug and alcohol hub through mediums such as internal statistics, emerging trends, client and staff feedback, quality standards and audits
- Respond to presenting client needs and emerging trends and make recommendations for future service development

### **Human Resources**

- Provide leadership to the team, to include strategic planning, regular team meetings, line supervision and performance management/review
- Support the upskilling of staff and ensure evidence-based training and development is provided via the internal training plan and external trainings when required
- Work within the parameters of HR policies and procedure and ensure that the HR time management and recording system is regularly updated in the area of, leave, absence, training and performance review

### **Compliance/ Health & Safety**

- Ensuring that all relevant recording systems such as ECCASS, Links, and internal data collection systems are updated in line with the aims and standards of the project
- Ensure that all aspects of building maintenance, repair, and facility standards are attended to. Make recommendations for building improvements, repairs, and refurbishment
- Ensure the building is in keeping with Health & Safety policy and procedures and fire safety

### **Finance**

- Assist in the annual budget preparation for the services in conjunction with the Service Manager
- Participate in the manager on-call rota as laid down in the policy covering this area

### **Person Specification**

#### **Education**

- Third Level qualification in Addiction studies or related field (Level 7 minimum)

#### **Experience**

- Three years' experience working within the addiction or related sector
- Experience of the implementation and evaluation of evidence-based treatment programmes
- Experience in providing outcomes reports.
- Experience of compiling statistics and strong I.T skills
- Strong Group Facilitation Skills
- Evidence based case management skills

### **Knowledge**

- Ability and knowledge to lead effectively
- Knowledge and experience of clinical governance.
- Knowledge of drugs and their effects
- Ability to communicate positively with people
- Ability to take a non-judgmental approach to substance misuse
- Ability to deliver an emphatic and challenging approach to service users
- Understanding of the connection between drug misuse and offending behaviour
- Knowledge of local, Irish and European legislation in relation to Quality Standards, Compliance, Child Protection, GDPR and health and Health & Safety

### **Desirable**

- Accredited CRA therapist or working towards accreditation.
- Qualification in leadership and/ or management
- Motivational interviewing skills

### **Core Competences**

- Strong interpersonal skills
- Clear written and verbal communication skills
- Strong Leadership Skills
- Skills to motivate and develop staff to deliver quality service
- Capacity to work effectively under pressure
- Committed to meeting the needs of excluded and marginalised people
- Ability to manage change and be responsive to evolving organisational development

### **Application Process:**

Interested candidates who meet the Person Specification requirements should send their CV & cover letter to John Carroll, Head of HR, at [johnc@coolminetc.ie](mailto:johnc@coolminetc.ie). The closing date for applications is **5.00pm on Friday 19<sup>th</sup> February.**

**Coolmine Therapeutic Community is an equal opportunities employer.**