

<b>Job Title:</b>	Childcare Team Leader
<b>Location:</b>	Coolmine Ashleigh House
<b>Reports to:</b>	Childcare Manager
<b>Hours:</b>	35 hours per week. Some out of hours work may be required.
<b>Job Type:</b>	Permanent
<b>Salary:</b>	36,000
<b>Purpose:</b>	To oversee and supervise the day to day organisation of the childcare service and provide leadership and management to the existing childcare team. To delivery high quality early years care and education to the children here, in Ashleigh House. To ensure practice is underpinned and in line with Child Care Regulations (the Child Care Act 1991 (Early Years Services) Regulations 2016).
<b>Contact Email:</b>	<a href="mailto:Justinah.bello@coolminetc.ie">Justinah.bello@coolminetc.ie</a>
<b>Application Ref.</b>	<u><a href="#">HR/DUB/TLR/CTL/112021</a></u>

Coolmine is a national drug and alcohol treatment centre that provides a range of quality residential and community day services to men and women with problematic substance use and to their families. Established in 1973, Coolmine was founded, and remains grounded, in the Therapeutic Community (TC) approach to addiction treatment. We believe that everyone should have the opportunity to overcome addiction and lead a fulfilled and productive life. Coolmine provides residential and outpatient assessment, treatment and evidence-based rehabilitation services for people seeking treatment for addiction.

**Ashleigh House:** Is the only mother and child residential addiction service in Ireland and we recognise the detrimental impact of intergenerational addiction. Ashleigh House is a supportive peer led residential Therapeutic Community for women, expectant women and mothers with young children. Ashleigh house supports up to 24 women, with 12 being mother and child places. Mothers can feel safe in the knowledge that whilst they are engaging in their therapeutic structure; their child is being looked after in our on-site early years pre-school and crèche. Ashleigh House provides an evidence-based Parents under Pressure

programme which combines psychological principles relating to parenting, child behaviour and parental emotion regulation within a case management model.

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

- To take day to day responsibility for children and staff
- To key work individual children in order to meet their needs and to advocate on their behalf
- To lead the childcare provision for children 0-6years
- To ensure high standards of care at the service
- To develop curricular and quality frameworks in line with Aistear and Siolta
- Ensure a good standard of hygiene
- Attend meetings and undertake training as required
- Revise policies and procedures as required
- Adhere to Child Protection Policy of the service and report any concerns
- Prepare long term, medium term and short-term plans
- Manage a budget account under the National Childcare Scheme (NCS)
- Maintain all records as required by Pobal, NCS, TUSLA and HSE
- Represent the service during HSE, TUSLA and POBAL Inspections
- Network with appropriate statutory and voluntary agencies
- Ensure group is adequately insured and all safety equipment is maintained and regularly serviced
- To develop ongoing positive relationships with parents
- To facilitate regular staff meetings
- To support co-ordination of recruitment, induction, appraisal and training requirements for staff in line with childcare manager
- Be able to take charge and direct children and staff in case of an emergency
- Maintain strict confidentiality, any breach of confidentiality about children or their families will constitute gross misconduct
- To gather information statistics and prepare reports as required.
- To identify and document to the line manager any unmet needs of children within the service and to participate in the advocacy work of the agency.
- Represent clients during case conferences when required
- To supervise students, volunteers and CE participants in their roles of responsibility.
- To undertake other duties as may be requested by the line manager from time to time.

**Requirements**

- Commitment to the purpose of the service and to work within the values, policies and procedures of the organisation and in the context of current legislation and regulations.
- To participate in regular supervision with your line manager.

- Participate in and engage with a performance management programme.
- To hold regular supervision with childcare team.
- To actively participate in team and staff meetings and service reviews/ evaluations and to contribute to the development of policy and practice with your area of work and within the organisation as a whole.
- To report any area of concern to your line manager in a timely manner.
- To show reasonable flexibility in relation to hours of attendance to meet the needs of the work. Work during unsocial hours may be required.
- Identify training needs with your line manager and participate in training opportunities appropriate to the role.
- To be vigilant to any Health, Safety and Welfare risks in the workplace and bring any concerns to the attention of your line manager or other appropriate person.
- To participate in the efficient flow of information within the organisation by sharing and seeking information as appropriate.
- To ensure service is inspection ready at all times.

### **Person Specification**

#### **Education:**

- Minimum FETAC Level 6 in Childcare is a requirement and applicants with 3<sup>rd</sup> level education is desirable.

#### **Experience/Knowledge**

- Minimum 3 years work experience in a similar role
- Ability to lead a team
- Kindness, warmth and responsiveness to the needs of children
- Comprehensive knowledge of relevant legislation and regulations.
- Extensive knowledge of Aistear, Siolta and the Pre-school regulations required
- Commitment to the delivery of quality services to children and their parents.

#### **Competences Required**

- Good Communication and Relating Skills with children, staff and parents
- Ability to act on own initiative and consult where appropriate.
- Ability to work under pressure, make decisions in consultation with the line manager when appropriate.
- Flexibility and adaptability are essential for this post.

- Ability to form objective relationships with children, parents, colleagues and other agencies while maintaining professional boundaries.
- Have a flexible approach to the work in response to organisational change, development and review of best practice.
- To undertake work in a manner that is friendly, flexible and informal.

### **Application Process**

Interested candidates who meet the Person Specification requirements should send their cover letter & CV to Justinah Bello HR Manager at [justinah.bello@coolminetc.ie](mailto:justinah.bello@coolminetc.ie) on or before Monday **22<sup>nd</sup> November 2021**. Please quote this application reference code [HR/DUB/TLR/CTL/112021](#)

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