

Job Title:	Childcare -Team Leader
Location:	Ashleigh House- Dublin 15
Reports to:	Childcare Manager
Hours:	35 hours per week. Some out of hours work may be required.
Job Type:	Permanent
Salary:	36,000
Purpose:	To oversee and supervise the day to day organisation of the childcare service and provide leadership and management to the existing childcare team, in our Dublin childcare service. To ensure all practice is underpinned and in line with Child Care Regulations (the Child Care Act 1991 (Early Years Services) Regulations 2016).
Contact Email:	karl.mooney@coolminetc.ie
Application Ref.	HR/DUB/FLM/AHTL/0123

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. The opportunity to appoint a new Team Leader has opened up, in our mother and child residential at Ashleigh House. This is a chance to be part of a dynamic and multidisciplinary team, that aims to provide holistic care and support to children entering into the service.

Role Responsibilities: (Include, but not limited to)

- To oversee the day to day operations of the childcare service in Ashleigh House, Dublin. This role requires the applicant to provide leadership, management and support to the existing childcare team and the Full day care provision, in our Women’s residential treatment centre.
- To ensure operations of services are in line with TUSLA regulations.
- To provide Leadership and management support though formal supervision and annual appraisals.
- Advocating the rights of the child.
- To demonstrate high levels of competency, in regards to of TUSLA compliancy and Early Years legislation.
- Developing approaches to engage hard to reach families.
- Implementing additional parenting groups, programs & workshops.
- To lead the childcare provision for children aged 0-6years.
- To ensure high standards of care at the service
- To develop an ethical and child-centre approach to learning, care and education of young children.

- Demonstrate competency of the national frameworks Aistear & Síolta- developing both frameworks and ensure quality standards and play-based curriculum are implemented successfully.
- Attend meetings- Multidisciplinary, organisational, local and national meetings.
- Training- to ensure all mandatory is up to date and ensure adequate training is provided for staff.
- Revise/review policies and procedures as required
- Adhere to Child Protection Policy of the service and report any concerns under the Children’s First Legislation.
- In-line with the childcare manager, provide strategic vision for the service. Applying a strong emphasis of improving outcomes for families.
- Experience of managing budgets.
- 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, with the childcare team.
- 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 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 Early Childhood Studies. 3rd level education is an advantage.

Experience Essential (E) Desirable (D)

- Minimum 3 years work experience in a similar role (E)
- Leadership and Management experience/ training(D)
- Ability to lead a team (D)
- Working in a multidisciplinary setting (D)
- Kindness, warmth and responsiveness to the needs of children (E)
- Commitment to the delivery of quality services, with aspirations to improve outcomes for children and families. (E)

Competences Required

- Strong ability to communicate effectively.
- Solution focus and the ability to solve problems.
- Be a team player.
- Dynamic, innovated and responsive to the needs of the children, their families and the service.
- 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.
- Holding strong values around building effective relationships- 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 karl.mooney@coolminetc.ie on or before **Tuesday 24th January 2023**.

Please quote this application reference code **HR/DUB/FLM/AHTL/0123**

Coolmine Therapeutic Community is an equal opportunities employer.