

<b>Job Title:</b>	CE Supervisor
<b>Location:</b>	Coolmine TC – Coolmine Lodge
<b>Reports to:</b>	Community and Day Service Manager
<b>Hours:</b>	35 hours per week. Some out of hours work required.
<b>Job Type:</b>	Full Time
<b>Salary:</b>	CE Employment Scale 1 or Depending on Experience
<b>Purpose:</b>	To run and maintain the numbers of the CE scheme ensuring adequate funding to enable the participants to gain work experience and training with a view to developing their skills and abilities to a point where they can obtain full time employment.
<b>Contact Email:</b>	<a href="mailto:hr@coolminetc.ie">hr@coolminetc.ie</a>
<b>Application Ref.</b>	<b>HR/DUB/SDL/CES/0623</b>

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

The successful candidates will report to the Team Leader to provide quality service to clients, families and significant others in accordance with best evidence-based practice in the area of case management, group therapy, psycho-social workshops, and formal and informal interactions with clients.

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

- To assist in the management of the entire CE Scheme recruitment process from vacancy to placement and induction, smoothly and efficiently, in line with FAS requirements to ensure that the scheme numbers are maintained.
- To develop, implement and evaluate individual learning plans and training plans for both individuals and the CE Scheme as a group, to ensure that participants are being developed to their maximum potential and that budgets are being utilised efficiently

- To establish good working relationships and networks in the wider community, particularly with the Equal Initiative, while fostering a sense of responsibility and commitment between clients and their placement.
- To build the teams motivation to learn through regular support, supervision.
- To build the teams motivation to learn through regular support, supervision, and training and through proper monitoring and feedback on the output and quality of their work. When necessary to initiate disciplinary proceedings in order to ensure that staffing issues are dealt with promptly
- To work closely with the Team Leaders/Service Managers in relevant locations regarding the day-to-day activities and development of the participants and on such issues as holidays, rotas, absenteeism etc in order to ensure that the projects are receiving maximum benefit from the CE participants.
- To complete all relevant FAS documentation on time and in line with requirements and ensure that all administrative duties relating to the financial systems of the scheme are dealt with in a timely manner.
- To build the teams motivation to learn through regular support, supervision and training and through proper monitoring and feedback on the output and quality of their work. When necessary to initiate disciplinary proceedings in order to ensure that staffing issues are dealt with promptly
- To work closely with the Team Leaders/Service Managers in relevant locations regarding the day-to-day activities and development of the participants and on such issues as holidays, rotas, absenteeism etc in order to ensure that the projects are receiving maximum benefit from the CE participants
- To complete all relevant FAS documentation on time and in line with requirements and ensure that all administrative duties relating to the financial systems of the scheme are dealt with in a timely manner.
- To be open to directions from FAS
- To assist in the management of the CE Scheme budgets in conjunction with the Accounts Administrator to ensure that the scheme is not over or under spending
- To monitor and evaluate individual participant work placements in conjunction with other agency personnel and to carry out regular training reviews, performance reviews and six-monthly appraisals. This will include exit and progression planning for individual participants.
- To participate in regular CE Scheme and Coolmine Therapeutic Community meetings as and when required in order to ensure that communication is clear and effective for both client and the community.
- To ensure that the CE participants are adhering to all Health and Safety policies of the projects in order to ensure their safety and well-being and that of the other staff and Service Users.

### **Person Specification:**

#### **Education:**

Possess a relevant qualification in community development/education and training/ or other relevant discipline.

Preferably have completed the FAS Supervisor Training or willingness to undertake and complete same is essential.

#### **Experience:**

- Experience of working with marginalised groups, ideally with persons affected by addiction.
- Experience of working as a supervisor or in a similar role
- Experience of working on a one-to-one basis with marginalised groups
- Experience of working on computerised accounts/payroll systems
- Experience of developing and evaluating targets/goals with individuals within a SMART model.

#### **Knowledge & Skills:**

- A knowledge of the implementation of Fas training and development plan and Fas quality approved systems
- Organisational skills
- Negotiation skills
- Excellent administration skills including computer and written report writing skills (monthly project progress reports including statistics and accounts information)
- Facilitation Skills
- Ability to be discreet and diplomatic:
- Excellent Communication Skills including:
- A knowledge of employment law
- Knowledge of Micro Pay & TAS Books desirable

### **Application Process:**

Interested candidates who meet the Person Specification requirements should send their CV & cover letter with application reference code to Dylan Murphy, HR Administrator at [hr@coolminetc.ie](mailto:hr@coolminetc.ie) Please quote this application reference **HR/DUB/SDL/CES/0623**

The closing date for applications is **30<sup>th</sup> of June 2023**.

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