

JOB DESCRIPTION

Title:	Team Leader
Team:	Stanhope Green & George's Hill Long Tern Supported Housing / Women's Short Term Programme / Step-Down Programme.
Location:	Stanhope Green
Reporting to:	Project Leader

Primary Purpose:

To assist the Project Leader in leading the Teams and to assist with the support, management, and development of the three services on the Stanhope Green site.

Key Responsibilities:

1. To work within the framework of the overall aims and objectives of Focus Ireland.
2. To ensure effective daily management of the three services on the Stanhope Green site.
3. To engage in supervision sessions on a regular basis with the Project Leader.
4. To participate in relevant training and development courses as agreed with your Project Leader.
5. To be vigilant to any Health, Safety and Welfare risks in the workplace.
6. To attend and participate in weekly management and team meetings.
7. To provide support and supervision to staff members.
8. To assist the Project Leader to maintain, develop and support staff performance, morale and motivation in line with all policies and procedures. To ensure staff carry out their professional duties to standards of best practise.
9. Prepare monthly reports and statistics for the Project Leader.
10. To ensure adequate records are maintained in accordance with legislation and Focus Ireland policies.

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11. To work in close cooperation with external agencies and other relevant Focus Ireland services. To work as part of a multi-disciplinary team.
12. In conjunction with the Project Leader, develop the Dublin Long Term Supported Housing, Women's Short Term Programme, Step-Down Programme.
13. To ensure implementation of long-term housing policies and procedures in collaboration with the Project Leader and Section Manager.
14. To undertake any other responsibilities and duties as may be reasonably assigned by the Project Leader, Manager, or Director of Services.

General Responsibilities:

- Participate in meetings held locally, regionally and nationally as appropriate.
- Participate in relevant project and agency sub-groups.
- Attend team, project and service meetings.
- Facilitate Service Evaluations, in conjunction with the Project Leader
- Uphold the values of Focus Ireland and adhere to the organisation's policy and procedures.

Essential criteria:

- Relevant third level degree qualification in social care or related field.
- Experience of providing staff supervision.
- Experience of needs assessment, support planning and case management models.
- Excellent communication skills.
- Be able to work on own initiative.
- Experience of service planning and development.
- Computer literacy.