

**JOB DESCRIPTION**

<b>Title:</b>	Team Leader
<b>Location:</b>	Family HAT, Parkgate Hall.
<b>Reporting to:</b>	Project Leader
<b>Primary Purpose:</b>	To assist the Project Leader in providing effective leadership and supervision to the Family HAT staff and in the day to day management of this service.

**Key Responsibilities**

1. To work within the framework of the overall objectives of Focus Ireland.
2. Engage in supervision sessions on a regular basis with the Project Leader.
3. Participate in relevant training and development courses as agreed with the Project Leader.
4. Ensure effective daily management of the service in conjunction with the Project Leader.
5. Make contact with, and establish links as appropriate with local services.
6. Be vigilant to any Health, Safety and Welfare risks in the workplace.
7. Help, provide and co-ordinate a case management service.
8. Attend and participate in management and team meetings.
9. Provide support and supervision to staff members.
10. Prepare monthly reports and statistics for the Project Leader.
11. Ensure adequate records are maintained in accordance with legislation and Focus Ireland policies.

12. To work as a part of a multi-disciplinary approach.
13. To work in close co-operation with other teams in Focus Ireland and other statutory and voluntary agencies as deemed appropriate.
14. Assist the Project Leader to maintain, develop and support staff performance, morale and motivation in line with all policies and procedures.
15. Ensure staff carry out their professional duties to standards of best practice.
16. Undertake such other duties as might be reasonably assigned from time to time in consultation with the Project Leader/Manager.

## **Main Responsibilities**

1. To work 39 hours per week at the appointed times.
2. To participate in meetings held locally, regionally and nationally as appropriate.
3. To participate in relevant project and agency sub-groups.
4. To attend team, project and service meetings.
5. To facilitate, in conjunction with the Project Leader, service evaluations.
6. To uphold the values of Focus Ireland and adhere to the organisation's policy and practice procedures.

## **Criteria**

- Relevant 3<sup>rd</sup> level Social Care/Childcare qualification at degree level
- Proven extensive experience working in a social care setting
- Experience of providing staff supervision.
- Experience of needs assessment, support planning and case management.
- Be committed to work in partnership with customers.
- Excellent communication skills.
- Be able to work on own initiative.
- Experience of service planning and development.
- Computer literacy.