

JOB DESCRIPTION

SECTION:	Youth Hub
PROJECT:	The Extension Services
JOB TITLE:	Team Leader / Assistant Project Leader
RESPONSIBLE TO:	Project Leader

The Extension Service is a Drop-In Centre and is often the first point of contact homeless young people make when accessing homeless services. We aim to provide a stable place for young people and provide them with basic essentials like food, and to be a 'place of change' while also to engaging young people to create a pathway out of homelessness as quickly as possible.

PRIMARY PURPOSE OF ROLE:

- To provide the day-to-day leadership, management and supervision of staff employed by Focus Ireland for the Extension Service, ensuring the provision of a supportive and safe environment which responds to the needs of young adults who are out of home/or at risk of homelessness.
- This role is both a Practitioner role and management role (50:50 split)

Main duties and methodology

Overarching Principles:

1. To work within the framework of the overall aims and objectives of Focus Ireland.
2. To work within the overall policies and procedures of Focus Ireland, inclusive of Health and Safety Policy and ensure their implementation
3. To work within Focus Irelands Accountabilities for the position of Assistant Project Leader
4. To ensure effective daily management of the services including organising staff rotas, to ensure adequate cover as required for the service, and to provide 'floor cover'.
5. Under the leadership of 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 practice.
6. To supervise and appraise staff according to the policy of Focus Ireland.
7. In conjunction with the Project Leader and Manager to lead the team to plan, develop, implement and evaluate specific targeted work programmes by means of both internal and external reviews and evaluations.
8. Ensure effective inter-team working on behalf of the customers within Focus Ireland's services and between Focus Ireland and other designated professional and community based professionals and services.

Specific to Role:

9. In conjunction with the Project Leader to assist in embedding case management services and integration of Care and Case Management Model in line with the Dublin Regional Homeless Executive Protocols
10. To promote and develop a multi-agency service approach supporting the significant needs/behaviours in the customer's life to address the issues of difficulty that has contributed to the customer being out of home and to ensure appropriate referrals for customers, both internally and externally in accessing pathways for Housing and various treatment options
11. The participation and ongoing development of groupwork as a tool to assist young people in exiting homelessness
12. Ensure the keeping up to date case work records, the Focus Ireland database Homeless Services Management System, written assessments and inputting information on the Focus Ireland database by staff.
13. To implement the policies and procedures of both the project and Focus Ireland.
14. To attend reviews; team, sectional, divisional and any other organization meetings as required and follow up on decisions made.
15. To work in close cooperation with other teams in Focus Ireland and other statutory and voluntary agencies as deemed appropriate.
16. To manage and supervise the designated project area, ensuring the safety of both staff and the customers.
17. To be involved in the developing and devising practices and procedures to meet the changing needs of the service.
18. To be involved in the development and implementation of Health and Safety and Business Continuity Plans and procedures.
19. To participate in the on-call rota for services.
20. To submit reports as requested to the Project Leader, the Manager of Homeless Services and the Director of Services, Focus Ireland.
21. To participate in Focus Ireland's training programme and to identify and respond to training needs of self and staff.
22. To participate in supervision and performance appraisals with the Project Leader.
23. In conjunction with your Line Manager continuously develop the role to ensure that all tasks are being undertaken in an effective and appropriate manner to meet the strategic aims and objectives of Focus Ireland.
24. To undertake any other relevant and reasonable work assigned by the Project Leader, Manager or Services Director.

Essential

- Third level qualification to degree level in social care, youth work or related discipline
- 2-4 years of working with young people at risk
- 6 months – 2 years supervisory experience
- Report writing abilities
- Experience of working and liaising with other agencies
- Knowledge of the National Quality Standards Framework for Youth Work 2011
- Knowledge of impact of developmental trauma and trauma informed care.

Desirable

- Professional supervision training