

Chrysalis Community Drug Project: Team Leader **(<https://www.activelink.ie/node/110433>)**



Chrysalis Community Drug Project CLG wishes to recruit for the following position:

Team Leader **Full-Time Position**

35 hours per week

Under the guidance of the Operations Manager and CEO, the role of the team leader is to support the Services Team by providing leadership and guidance, and to ensure the delivery of quality and evidence-based interventions. The team leader will be responsible for the effective day-to-day running of the full range of services on offer. The team leader will also have a small active caseload of service users.

The position will be based in Dublin City Centre.

The position is a permanent position – after completing a minimum 6-month probation period and verification of references and may be subject to Garda clearances.

Overall Duties:

- Play a key role in the development and implementation of a high-quality professional service, in conjunction with the CEO, the Operations Manager, the other team leader, the Board of Management and the team members of Chrysalis.
- In the absence of the Operations Manager make day-to-day decisions in relation to both service users and staff issues – with guidance from the CEO if required.
- Develop professional working relationships with key stakeholders and represent Chrysalis at relevant local networks/committees as agreed.
- Lead team members in the implementation of Chrysalis's Strategic Plan and SLA.
- Participate in ongoing planning and evaluation of the work of the service.
- Assist in the development and implementation of ongoing evaluation processes which uses an outcome monitoring system.
- Keep records and information on all aspects of service delivery.
- Ensure that all records are relevant, up to date, accurate and recorded in line with best practice and legislation (GDPR, Charity Regulations, etc.)
- Oversee and monitor all aspects of service delivery including one-to-one work and groupwork.

Key Duties

Leadership

- Conduct monthly record reviews, ensuring that all records are relevant, up to date and accurate (eCASS, HRBs etc.).
- Lead team members in the implementation of Chrysalis Strategic Plan, Chrysalis SLA and Chrysalis Employee Engagement Strategy.
- Monitor that staff members/volunteers are working within the ethos of Chrysalis
- Ensure the project is meeting the needs of the presenting service user group and the community.
- Ensure that quality standards are maintained in all service delivery.
- Ensure all aspects of the service are delivered in a non-judgmental manner, and is respectful of service user choice

Client Work

- Establish effective working relationships with service users
- Carry out assessments
- Provide crisis intervention, keyworking and case management
- Make referrals to internal and external services
- Provide one-to-one and group interventions
- Work from a person-centred and harm-reduction approach

Networking

- Ensure that the project is represented on local networks/interest groups
- Develop and maintain working relationships with key stakeholders in Dublin North Inner City

Staff Support

- Facilitate fortnightly Staff Meeting
- Assist in developing and delivering relevant and in-depth induction programmes for new staff.
- Provide monthly supervision to all case managers (and fortnightly for new members of staff)
- Assess the training and development needs of staff and develop training opportunities for them in line with quality standards.

Administration

- Provide a Team Leader Report for each Board Meeting (approx. every 6 weeks)
- Meet with Operations Manager fortnightly to review and plan the work of the project
- Engage in internal line management supervision monthly with the Operations Manager
- Carry out annual staff appraisals with the Operations Manager in accordance with Chrysalis' policy.
- Maintain appropriate staff records
- Liaise with the Administrator and Operations Manager around the updating and monitoring of the HRB and eCASS systems.
- Prepare written reports, statistics and other information as required by the organisation.

Training and Professional Development

- Attend line management supervision monthly, and external supervision every 6 weeks.
- Undertake ongoing professional development
- Engage in reflective and evidence-based practice.

To undertake any other tasks, duties or projects that may arise from time to time as directed by the Operations Manager or CEO.

PERSON SPECIFICATION

Experience

- Minimum of 5 years experience of working in an addiction service or similar service
- Minimum of 3 years experience of leading a team in an addiction or similar service
- Minimum of 3 years experience of staff supervision and line management
- Minimum of 5 years experience as a keyworker/case manager in an addiction service or similar service
- Substantial experience of working with external agencies

Qualifications

- A relevant third level qualification
- A qualification in addiction studies
- A recognised supervision qualification
- Evidence of continuous professional development

Knowledge

- Substantial knowledge of the theories and interventions available to support people with lived experience of addiction
- Good understanding of drug related issues impacting people with lived experience of addiction
- Knowledge of relevant legislation and policies
- Knowledge of relevant network and voluntary, community and statutory services

Skills

- Strong leadership skills
- Interagency skills
- Competence in the use of IT systems
- Clear and effective communication and interpersonal skills
- Strong administrative and reporting skills

Personal Attributes

- Strong Facilitation skills
- Committed to the ethos, mission and values of Chrysalis CDP
- Committed to the needs of excluded and marginalized people
- Team player
- Collaborative and coaching leadership style
- Positive and solution-focused approach
- High degree of personal resilience and self-care

Benefits Offered:

- Salary Range - €47,501 - €51,301
- 25 days annual leave
- EAP accessibility
- Continuing Professional Development
- Paid Maternity & Paternity Leave
- Paid Sick Leave
- Paid Study Leave subject to terms
- Optional Unpaid Leave and Career Breaks subject to terms

All interested candidates should forward by email -with the subject matter title "**Team Leader**"- a short cover letter and an up to date CV for the attention of the CEO to the following email address passerose@chrysalisproject.ie (<mailto:passerose@chrysalisproject.ie>) **by closing day of Friday 6th of September 2024**. The interviews will take place on the 17th and 18th September 2024.

The Board of Management may review this position from time to time.

Chrysalis Community Drug Project CLG is an Equal Opportunities Employer. The organisation provides equal employment opportunities regardless of ethnic origin, gender, nationality, religion, physical ability, sexual orientation, marital status, parental status, or medical history

Region

Dublin City

Date Entered/Updated

23rd Aug, 2024

Expiry Date

6th Sep, 2024

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