**VACANCY: TEAM LEADER FAMILY SERVICES Dublin**

**Title of Post:** Team Leader Family Services

**Reporting:** Service Manager

**Location: North Dublin City and South City**

**About Peter McVerry Trust:** Established in 1983 by Fr Peter McVerry the charity works with individuals at risk of, or experiencing homelessness, primarily in the Dublin region. Peter McVerry Trust provides a wide range of services in the areas of prevention, housing, homelessness, under 18s residential and drug treatment.

**Our Vision**: “An Ireland that supports all those on the margins and upholds their rights to full inclusion in society.”

**Our Mission:** Peter McVerry Trust is committed to reducing homelessness and the harm caused by drug misuse and social disadvantage. Peter McVerry Trust provides low-threshold entry services, primarily to younger persons with complex needs, and offers pathways out of homelessness based on the principles of the Housing First model and within a framework that is based on equal opportunities, dignity and respect.

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**Key Responsibilities and Duties:**

* Reporting to the Manager, Team Leaders will be responsible for supporting the management of all operational matters associated with the efficient and effective running of family service;
* To work for Peter McVerry Trust within the authority delegated to him/her by the manager;
* To oversee the administration associated with the roster, payroll (where appropriate), petty cash and monthly service reports;
* Meet with the manager at regular intervals regarding the progress of his/her work;
* To act on behalf of the manager at regular team meetings including scheduling, chairing and writing minutes for team meetings;
* Attend as required the operational management meetings;
* To assist the manager in the day to day running of the service whilst remaining on the residential roster where applicable;
* To respond to general queries from staff having sought appropriate direction from the manager;
* To provide out of hours on call support where designated.

**2.** **To provide direct support to participants through:**

* Intervention, support and supervision;
* When required, advocacy and referral to community services;
* Supervising the behaviour of the participants at all times;
* Liaising with the appropriate staff in accessing move-on accommodation for the participants;
* Planning recreational and/or group activities.

**3.** **To assist with residents’ case work through:**

* Supporting the team with case management for all participants;
* Communication with other PMVT staff as required and appropriate;
* Key-working with participants;
* Assisting with participant’s Individual Personal Plans;
* Ensuring that participants are fully informed about all entitlements.

**4. To maintain a safe and healthy living environment through:**

* Adherence to safety and security protocols;
* Ensuring that the environment is maintained to a high standard at all times;
* Assigning routine tasks and domestic duties to participants;
* Keeping stock of household necessities and purchasing weekly groceries;
* Providing meals along with residents to support the development of independent living skills;
* Advice and help to participants with housekeeping needs;
* Mediating disputes and encouraging co-operation.

**5. To respond to requests for service through:**

* Links with other Peter McVerry Trust services, screening and assessment;
* Communication of information and referral to resources;
* Offering ongoing support to former participants where designated.

**6. To undertake administrative and supervision duties through:**

* Maintaining participants’ details and documentation;
* Oversee recording and reporting to ensure best practice;
* Providing written reports to the Manager where necessary;
* Oversee the review of all documentation and procedures following all incidents / accidents that may occur;
* Working closely with the manager; to carry out Performance Management and Supervision with staff team where appropriate and in line with the needs of the Service;
* To actively promote and monitor compliance with data recording systems e.g. PASS.

**7. Change in work programme:**

* It may be necessary, from time to time, for workload to be re-prioritised in order to accommodate workloads in other areas of the organisation. Due notice and consultation will be given.

**8. To have a positive and enthusiastic attitude in work:**

* In your interactions with management, staff and participants of Peter McVerry Trust.
* In your interactions with external agencies while representing Peter McVerry Trust.

**9.** **Other Duties:**

* Any other duties as designated by the Manager.

**Person Specification:**

* A minimum of degree level qualification in a relevant discipline e.g. (BA in Social Care, Social Care, Social Work etc.
* Essential competencies: Commitment to providing the highest level of service, respect for others, openness to change, communication skills– oral, aural and written, contributing to the prevention and management of challenging behavior, professionalism & maintaining professional boundaries, effective team working, focusing on outcomes, analysis and problem solving, initiative and taking responsibility and leadership (All other competencies to be reviewed as part of the supervision and support process.
* Understanding of the needs of families and relevant supports, to uphold best practice in relation to Children First and guiding principles.
* A minimum of 2 years relevant post qualification experience in a residential setting.
* Management experience and a proven track record in leading and motivating staff.
* The candidate should be an excellent communicator and possess strong interpersonal skills.

**Competencies Required:**

**Benefits Package:**

* Attractive Salary
* Core Professional Training and CPD
* Cycle to Work Scheme and Tax Saver
* Death in Service Benefit
* Employee Assistance Programme
* Career progression opportunities

**To apply please download the application form at:**

[Vacancies - Peter McVerry Trust (pmvtrust.ie)](https://pmvtrust.ie/about-us/jobs/)

**Completed application forms should be sent to** **recruitment@pmvtrust.ie**

Closing date for receipt of application is 30th January 2023

**Peter McVerry Trust is an Equal Opportunity Employer**

**Peter McVerry Trust Operations Ltd Registration Number 412953 Charity Number CHY7256**