



*Funded under the Department of Health & Children*

### **ANA LIFFEY DRUG PROJECT**

<b>JOB DESCRIPTION:</b>	March 2012
<b>POST:</b>	Team Leader (Mid-West Region)
<b>HOURS:</b>	35 hours a week
<b>SALARY:</b>	€43,132 (Linked to HSE salary scales)
<b>HOLIDAY:</b>	25 days exclusive of bank holidays
<b>RESPONSIBLE TO:</b>	Regional Project Manager
<b>RESPONSIBLE FOR:</b>	The day-to-day running of the ALDP services in the Mid-West Region.

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#### ***Vision***

Our vision is for a society where all people affected by problem substance use are treated with dignity and respect and have access to quality services.

#### ***Mission***

Our mission is to work with people affected by problem substance use and the organisations that assist them. We do this to reduce harm to individuals and society, and to provide opportunities for development of those individuals and organisations.

#### ***Values***

<p>The Ana Liffey neither promotes nor denounces substance use but seeks to respond to problems associated with it.</p> <p><i>What this means:</i></p> <ul style="list-style-type: none"> <li>• We support people to reduce harm</li> <li>• We respond to peoples needs</li> <li>• We recognise the potential of the</li> </ul>	<p>The Ana Liffey believes in rights and responsibilities.</p> <p><i>What this means:</i></p> <ul style="list-style-type: none"> <li>• We believe in supporting people to know their rights</li> <li>• We believe in encouraging people to take responsibility</li> </ul>
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<p>people we work with</p> <ul style="list-style-type: none"> <li>• We provide evidence based responses</li> <li>• We are innovative.</li> </ul>	<ul style="list-style-type: none"> <li>• We treat all people who come into contact with Ana Liffey with dignity and respect.</li> </ul>
<p>The Ana Liffey is pragmatic.</p> <p><i>What this means:</i></p> <ul style="list-style-type: none"> <li>• We turn words into actions</li> <li>• What matters is what we do</li> <li>• We identify, take and manage risks</li> <li>• We are solution focused</li> <li>• We deliver on our commitments.</li> </ul>	<p>The Ana Liffey aims to make a positive contribution to society.</p> <p><i>What this means:</i></p> <ul style="list-style-type: none"> <li>• We actively engage in the promotion of a partnership approach</li> <li>• We are open and accountable</li> <li>• We are a quality led organisation and a leader in good professional practice</li> <li>• We have a local, national and international perspective.</li> </ul>

## **JOB SUMMARY**

Under the guidance of the Regional Project Manager, the main focus of responsibility is the efficient and effective oversight of our services in the Mid-West Region. Through access to a structured package of care, intervention and support; this service will provide direct service provision to adults and their families who are actively using, or have previously used drugs. You will be responsible for ensuring the effective day-to-day running of the full range services on offer; ensuring a warm and welcoming service for both service users and staff alike.

This post is a new and exciting opportunity for the development of innovative services. This is an opportunity to be an important part of supporting the Ana Liffey Drug Project to develop services in a new geographical region and to deliver a new level of effective services to clients.

Whilst the organisation takes every step possible to ensure the safety of its staff, it is important to be clear that due to the nature of the work carried out at the Ana Liffey Drug Project, it is possible that you will experience aggression in the work place from the people who use our services and there is a risk that you may be verbally or physically assaulted. You will receive training in how to avoid and manage these situations; however in the unfortunate event of an assault taking place, the organisation will provide appropriate support to assist you to overcome this.

## **DUTIES AND RESPONSIBILITIES**

### **1. STAFFING ISSUES**

- 1.1 To provide support and supervision to the project workers, students, volunteers, etc. as delegated by the Regional Project Manager.
- 1.2 To assist in developing and delivering relevant and in-depth induction programmes for each new member of staff.
- 1.3 To assess the training and development needs of staff that report into this post and to develop training opportunities for them in line with quality standards

- 1.4 To assist in the recruitment and interviewing of staff in conjunction with the Regional Project Manager where appropriate.
- 1.5 To carry out staff appraisals in accordance with the ALDP's policy.
- 1.6 To be willing to be telephoned off duty or called in to the project in times of crisis.
- 1.7 To ensure there is adequate cover on the staff rota at all times and to cover services where necessary.
- 1.8 To recruit, supervise and support locum workers.
- 1.9 To maintain appropriate staff records.

## **2. STUDENTS AND VOLUNTEERS**

- 2.1 To assist in the development of the use of students and volunteers in the delivery of services.
- 2.2 To develop a training programme for any students and volunteers used in the delivery of services.
- 2.3 To support the staff team in how to work with and support students and volunteers workers.

## **3. THE BUILDING**

- 3.1 To ensure that Health and Safety standards are met within the project in accordance with the ALDP's Health and Safety policy.
- 3.2 To ensure that all Fire Safety standards are implemented and monitored.
- 3.3 To assist the Regional Project Manager in maintaining the maintenance and repair of the furnishings and fabric of the property to a high standard and initiating the necessary repairs that may be required.

## **4. FINANCE**

- 4.1 Under the leadership of the Regional Project Manager, to carry out duties to ensure the control of expenditure within the project's budget.
- 4.2 To ensure that petty cash procedures are followed and that adequate records are kept.

## **5. SERVICE DELIVERY**

- 5.1 To carry a case load of Service Users as agreed with the Regional Project Manager and in line with the work practises of the ALDP.
- 5.2 To manage on a weekly rota basis with the Regional Project Manager the day-to-day running of the Mid-West Region based services.
- 5.3 Promote and develop the use of brief intervention skills within service delivery i.e. Motivational Interviewing, Relapse Prevention, Solution Focused Therapy and any other appropriate model as directed by the

Regional Project Manager.

- 5.4 To constantly evaluate the services delivered by the Integrated Project Team to ensure that the families (Parents and their Children), couples and single people using the ALDP services receive the highest possible standard of care and service.
- 5.5 To champion and develop the provision of services for the families (Parents and their Children), couples and single people attending ALDP, advocating for the development of policies and services to meet their needs.
- 5.6 To ensure that the practical needs of the people using the ALDP services are met.
- 5.7 To assist in the establishing and maintaining of good working relationships with the Mid-West Region drug services, the prison services, probation services, homeless services, health services, and any other relevant agencies.
- 5.8 To assist in the establishment and maintenance of relevant working relationships with agencies operating in the community that will assist in the support of people using the ALDP services.
- 5.9 To ensure that care plans and case conferences are devised and regularly reviewed for all those people using ALDP services who are engaged in a keyworking relationship.
- 5.10 To ensure that all services are delivered according to the organisations quality standards framework.
- 5.11 In conjunction with the Project Management Group ensure that project policies and procedures are regularly reviewed and the appropriate measures taken in light of the review or direction from the Director.
- 5.9 To ensure a safe and secure environment and maintain high standards of care.
- 5.10 To assist in conducting of client surveys each year.
- 5.11 To ensure that the complaints procedure is well publicised and operated in accordance with the policy.
- 5.12 To liaise with, and take a positive active role within the local residential and business communities.
- 5.13 To deputise in the absence of a Regional Project Manager or as directed by the Director.

## **6. TEAM WORK**

- 6.1 To work as part of a multi-disciplinary team in a fixed site and outreach service, responding to issues as they arise in the most effective manner.

- 6.2 To attend and assist the Regional Project Manager in arranging and running weekly team meetings and review days.
- 6.3 To ensure that policy decisions are carried through by all staff consistently.
- 6.4 To ensure that an effective team approach is maintained.

## **7.ADMINISTRATION**

- 7.1 To ensure that appropriate paperwork is carried out which will facilitate the collation of statistics on a regular basis.
- 7.2 To ensure that adequate record systems are in place.
- 7.3 To write reports on the aspects of the projects work where necessary or in the absence of the Regional Project Manager.

## **8.GENERAL RESPONSIBILITIES**

- 8.1 In conjunction with your line manager to continuously develop the role to ensure that all tasks are being undertaken in an effective and appropriate manner which meets the strategic aims and objectives of the Ana Liffey Drug Project.
- 8.2 To participate in internal/external meetings as required, and attend training events, conferences and other functions as necessary.
- 8.3 To participate in regular supervision and annual appraisal, and help in identifying your own job-related development and training needs.
- 8.4 To ensure that all Ana Liffey Drug Project policies and procedures are being adhered to, particularly those relating to Health and Safety, Complaints, Code of Practice and Confidentiality.
- 8.5 To contribute to the effective implementation of the ALDP's Equal Opportunities Policy as it affects both the ALDP and its work with service users.
- 8.6 To at all times undertake your role in a professional manner maintaining a high quality standard of work, and to always work in accordance with the aims, values and ethos of the ALDP.
- 8.7 Undertake any other duties that may be required which are commensurate with the role in consultation with the Regional Project Manager.