

# ANA LIFFEY DRUG PROJECT

## **PERSON SPECIFICATION: Team Leader (DUBLIN REGION)**

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This person specification sets out the various criteria which are essential or desirable for the post and by which we will assess your application. When completing your application please address all the points set out below.

### **1. EXPERIENCE**

- 1.1 Experience of working with people who have problem substance use issues in an open access, outreach or similar environment. [Essential]
- 1.2 Experience of managing aspects of service delivery in a low threshold, open access or outreach environment; or to have a recognised Management qualification. [Essential]
- 1.3 Experience of staff supervision and support. [Essential]
- 1.4 Experience of developing and monitoring care plans for clients with problem substance use issues consistent with a low threshold approach. [Essential]
- 1.5 Experience of working in liaison with the drug support services within both the voluntary and statutory sectors. [Desirable]
- 1.6 Some experience of managing budgets and petty cash. [Desirable]

### **2. QUALIFICATIONS**

- 2.1 A relevant third level qualification [Essential].
- 2.2 A qualification in Addiction Studies [Desirable]
- 2.3 A recognised management qualification [Desirable]
- 2.4 A full driving license [Desirable]

### **3. KNOWLEDGE**

- 3.1 Has an in-depth understanding of why people develop problem substance use issues and the theories and interventions available to help address their needs and produce effective results.

- 3.2 Demonstrates a working knowledge of the challenges faced in delivering services to drug users in low-threshold environments.
- 3.3 Demonstrates knowledge of relevant legislation and policies in relation to the provision of services to children and families
- 3.4 Demonstrates knowledge of a quality standards programme e.g. QuADS.
- 3.5 Demonstrates knowledge of Equal Status and Health and Safety legislation, and the implications of both within the working environment.

#### **4. SKILLS AND ABILITIES**

- 4.1 Ability to establish and develop effective Key Working and Case Management relationships with clients
- 4.2 Ability to establish and utilise external networks effectively
- 4.3 Ability to advocate effectively on behalf of service users as required
- 4.4 Leadership skills with the ability to manage and support a staff team in conjunction with the Head of Services, deputising when necessary.
- 4.5 Ability to manage the delegation of tasks and respond quickly to any issues as they arise to ensure the efficient and effective delivery of services.
- 4.6 Strong communication and inter-personal skills across all levels of the organisation.
- 4.7 Ability to ensure that keyworking relationships within the project are effective and that appropriate care plans are devised and reviewed regularly by the staff team.
- 4.8 Ability to act calmly in emergencies and respond in a professional manner to challenging and stressful situations.
- 4.9 Ability to appropriately advocate on behalf service users with external agencies.
- 4.10 Ability to assess the training and development needs of supervised staff and to participate in training delivery.

- 4.11 Ability to actively participate in the recruitment process including the design and delivery of induction programmes.
- 4.12 Ability to establish, develop and utilise external networks, working effectively with relevant stakeholders from the community, voluntary, statutory and private sectors.
- 4.13 Ability to facilitate and chair meetings case conferences and groups.
- 4.14 Ability to forge strong links with the local business community and to raise ALDP's profile within it.
- 4.15 Ability to facilitate and chair meetings and case conferences.
- 4.16 Ability to produce clear, concise reports, maintain accurate records and collate statistics.
- 4.17 Ability to work to within agreed structures and to ensure that the project's policies and procedures are carried out consistently, reviewing these as necessary.

## **5. ATTITUDE**

- 5.1 Enthusiastic and committed to providing high standards of services for the individuals and families who use the project.
- 5.2 A team player committed to consultative ways of working.
- 5.3 A flexible, "can do" approach to working.
- 5.4 Commitment to participate in supervision and in training and development.
- 5.5 Commitment to working within an environment which promotes Equal Status and has regard for the Health and Safety of others.

## **6. CONTRACTUAL**

- 6.1 To work off site as necessary (within ALDP's guidelines).
- 6.2 To work anti-social hours as required.
- 6.3 To be called out of office hours or to come into the project in the case of a crisis.
- 6.4 To be a named key holder for the project.