

JOB DESCRIPTION

Job Title and Grade	Team Leader
Reference	HR-JD-3-2024
Publication	February 2025
Reporting Relationship	Service Manager
Purpose of Role <ul style="list-style-type: none"> Support the Service Manager, provide professional and business leadership and assist in managing the day to day operation of the service 	
Responsibilities <ul style="list-style-type: none"> Promote the health, well-being and safety of Service Users in line with policy. Work in compliance with the legislative requirements, HIQA standards and health and safety requirements. Demonstrate expertise and lead by example when providing direct care. Fulfil government and management duties. Fulfil practice leadership rostered hours. Manage weekly and monthly payroll. Maintain the HRMS (People Planner). Assist Manager in operating roster system to meet needs of service within agreed budgeted hours. Oversee and ensure compliance with medication policy and processes. Ensure all daily documentation is complete and signed. Facilitate key worker meetings and support key workers in fulfilling duties. Oversight of Senior Support Workers in fulfilling duties. Ensure Person Centred Plans are in place, implemented and evaluated for each Service User. Provide supervisions to team in line with policy. Assist Manager to ensure training is compliant. Liaise with key professionals. Carry out audits and ensure compliance. Bring non-compliance or service concerns to the attention of the Service Manager. Support Manager in incidents, risks, restrictive practices and actions identified by HIQA & internal audits. Immediately report all safeguarding allegations or concerns in line with policy and legislation. As per policy record and report all incidents. Participate in recruitment. Take the lead in company induction for new employees. To be aware of safe working conditions and implement safe work practices and immediately report potential hazards, incidents and concerns. Complete Root Cause Analysis on incidents or accidents. Complete fact finding under the Disciplinary Policy. Embrace and promote the company family principles. Manage the maintenance upkeep of the service. Support Service Manager in referral assessment, assessment of needs, transition plans and discharge. 	
Qualifying Criteria <ul style="list-style-type: none"> QQI Level 7 relevant qualification 3-years relevant work experience in the sector. Full clean driving licence Excellent command of spoken & written English 	

- Knowledge of HIQA standards
- Pathway of ambition to become Service Manager, qualifying to QQI Level 6 in Supervisory Management.

Confidentiality Statement

Unauthorized disclosure of confidential or privileged information is a serious violation and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.