



Job Description and Person Specification Team Leader

POST:	Team Leader (Asist and Third Place Projects)
LOCATION:	Keighley
GRADE:	5; Salary: £28,917 (FTE) £17,350 (Actual) per year
HOURS:	Part-time: 21 hours per week

Purpose of the Job:

- To supervise, lead and support a team that works with pregnant women and new mothers, street drinkers and patients in a hospital setting (and on discharge)
- Monitor team performance and report on outcomes, developing and implementing changes as required
- Oversee contracts, working with stakeholders and partners for effective delivery
- To provide support in the community for individuals and families with the aim of helping them to make the positive lifestyle changes that will aid their recovery
- To support and signpost individuals and families to engage with other supportive services.

Main Duties

- Support and formally supervise workers within your team
- Ensure that your team are supported to follow procedures and protocols
- To support the health and wellbeing of your team
- To review and assess the needs of people who use our services with an alcohol problem, within a variety of settings.
- To support people who use our services to improve general health, including dietary needs and personal hygiene
- To support people who use our services to improve their social situation, including assistance with housing, benefits, accessing community services and budgeting.
- To work with people who use our services to remove any structural and social barriers to accessing treatment services.
- To support individuals and families to access appropriate treatment and recovery services.
- Keep accurate and confidential records including supervision and training records.
- Produce relevant documents and reports in support of the role.
- Work with colleagues to develop and improve services delivered.
- Attend and contribute to meetings with other staff and partners.

Project 6 is committed to being a safe, healthy, and non-discriminatory employer. You will need to abide by, and role model, our Code of Conduct, health and safety and HR Policies.

Post Specific Duties:

This post is focussed on leading a team that is:

- Working in a multi-agency team supporting patients in a hospital setting and on discharge



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- Seeing individuals one to one in our offices in Keighley or in the community or service user's homes.
- Working with street drinkers
- Working with pregnant woman and new mothers.

Other specific duties:

Supporting the provision of an open-access, safe place where regular ongoing interventions, including harm reduction strategies, are in place to support individuals who are severely dependent upon alcohol.

PERSON SPECIFICATION

Listed below are the knowledge, experience skills and values you'll need to do this job, we will assess these through your application or through tests or interviews after shortlisting.

Knowledge	Method
N/SVQ level 3/degree in Health and Social Care or significant equivalent experience. Or qualification in substance use treatment/support or significant relevant experience.	Application
Practical knowledge of the challenges facing people who have difficulties relating to drug or alcohol use	Application/ Assessment
Experience	
A minimum of one year's experience of working with people with alcohol issues, individually or in groups, or have personal lived experience.	Application
A minimum of one year's experience of providing therapeutic services to people experiencing difficulties with their use of substances.	Application and Assessment
Effectively using technology to manage a caseload and support individuals	Application
A minimum of one year's experience of managing at least one other person	Application
Skills	
Ability to effectively manage conflict	Assessment
Ability to prioritise and support a complex caseload	Assessment
Effective supervision and leadership skills	
Values	
A firm belief that all people matter	Assessment
An evidenced belief that everyone can change	Assessment
A track record of delivering on your commitments	Assessment
A personal commitment to equality, diversity and Inclusion	Assessment

ROLE SPECIFIC ATTRIBUTES:

X	Experience of working in a clinical environment such as a hospital or GPs surgery	Assessment
X	Experience of working with Pregnant women	Assessment
X	Experience of working with groups who need support with alcohol or drug use	Assessment