

JOB DESCRIPTION

NOVAS

Housing | Health | Recovery

Job Title:	Team Leader	Post Number:	Vacant
Reports To:	Senior Disabilities and Young Persons Services Manager	Location:	12 Forge Park, Trillick, Co. Kerry
Salary:	This role is attached to a defined salary scale which ranges from €46,670 to €78,250 and appointments are made depending on experience.		

Purpose of the Job

The role of Team Leader is vital to the successful delivery of quality programmes and services in NOVA4 for our clients. The Team Leader will support the clients of NOVA4-Kerry Disability Services.

The Team Leader will report to the Senior Disabilities and Young Persons Services Manager and, will be a member of, and work collaboratively with the NOVA4-Kerry Disability Services staff team and wider NOVA4 services. The Team Leader will work closely with external service providers, local authorities, and local communities in the region. The Team Leader is responsible for managing and supervising staff, maintaining a high standard of service delivery, ensuring that the service provision is person centred, effective, safe and promotes positive health and wellbeing for clients. The Team Leader will ensure the service is compliant with relevant legislation, regulations, national, organisational, and local policies and standards. The Team Leader will ensure effective day-to-day running of the project, all aspects of health and safety are met, the hygiene and physical environment is kept to a high standard and ensure that clients are consulted and involved in the operation of the project to the greatest practical extent. The Team Leader will be part of the NOVA4-on call rota, carry out administrative and financial procedures in accordance with the policies and procedures of NOVAS, prepare reports, statistics, and other information as required.

This position follows a Monday to Friday schedule, from 9:00 AM to 5:00 PM. There may be a requirement to work additional hours from time to time for which Time in Lieu will apply.

You will also be required to support the right team members through team meetings and supervision.

This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review.