



ROLE PROFILE	
ROLE TITLE: Adult Services Team Leader	REPORTS TO: Adult Services Manager
TEAM: Adult Services	SALARY £28,226.47 to £31,894.56 (Salary Points 23 to 27) full time equivalent
CONTRACT TERM: Permanent	HOURS: Part Time and Full Time Available – minimum 30 hours/week

SUMMARY OF ROLE:

The Adult Services Team Leader will be an important part of Oasis’ Management Team, providing motivational and collaborative leadership within the organisation. The post-holder will be responsible for the management and leadership of members of the adult services team, alongside holding their own limited case load of women with a substance misuse need. The Team Leader will provide regular supervision and guidance to a multi-disciplinary team that offers flexible and accessible, high quality substance misuse services to women and families. The post holder will support the Adult Services Manager to deliver effective partnership working with our contracting partner and other provider organisations in the City. As part of an organisation working with vulnerable parents and families, the Team Leader will have experience and expertise in safeguarding children and be familiar with local processes. The post holder will ensure that the services adhere to best practice guidelines and meet all professional standards as well as contributing to regular quality assurance monitoring. The team leader will provide support for staff development, ensure team meetings are effective and contribute to the overall development and performance of the service.

There is opportunity in this role to lead on working with women in pregnancy affected by substance misuse. This is a great opportunity to contribute to enhancing local responses to responding the needs and improving outcomes for women who are pregnant and their unborn children.

Key competencies

Management and Leadership

- Deliver innovative and motivational leadership to adult services team, contributing to an organisational culture of working collaboratively and supportively with others
- Provide management support to substance misuse workers in the adult services team, to include effective monthly management supervision, target/objective setting, annual appraisal and support for training and development
- Organisation and delivery of team meetings
- To deputise for the Adult Services Manager in their absence.
- Leadership of Oasis’ POCAR (Parenting our Children, Addressing Risk) programme to ensure smooth running and overall quality of the programme
- Attendance and participation in bi-monthly Oasis Managers’ Forums
- Role model organisational values within the team and wider organization, and to external partners

Service delivery

- Deliver evidence-based interventions through 1-1 keywork and group facilitation, including delivery of Oasis' POCAR (Parenting our Children, Addressing Risk) programme
- Undertake assessments and hold a caseload of parents in treatment
- Develop care/recovery plans with your clients and support them to achieve their treatment and recovery goals
- Support clients to overcome barriers to accessing support through effective problem solving, partnership work and sign-posting to relevant services
- **Deliver and uphold principles of trauma-informed care within practice**
- Demonstrate a clear understanding of safeguarding processes and procedures and support others to use these systems in their own practice;

Practice Development

- Deliver training both within Oasis and to external agencies as needed
- Develop excellent working relationships with colleagues in Oasis as well as key stakeholders and partners working outside the project.
- Work with partners to improve identification of those affected by drug and alcohol use;
- Deliver training and development activities including providing support and reflective practice for colleagues in their own development of family-based areas of work
- Participate in MARAC as needed, representing Oasis/CGL and communicate actions as appropriate to Oasis and CGL staff
- Gather feedback from service users about the service on a regular basis as part of Oasis' Service User Engagement processes;
- Participate positively in the implementation of new working methods and practices as required;
- Reflect on and developing own practice;
- Be willing to take on management of tasks and people as the role/organisation develops
- Make effective use of supervision.

Monitoring and evaluation

- Maintain and ensure all monitoring and recording systems and business processes are kept accurately and up to date at all times
- Ensure accurate notes are recorded and appropriate communication is made to agreed professionals;
- Ensure the services on offer meet the needs of clients of differing abilities, different cultural groups and ages;
- Contribute to the review and development of Oasis' services

General accountabilities

To meet all other expectations of the role by demonstrating commitment to the vision and values of Oasis and your own professional development and by following and adhering to all policy and procedure within the organisation

PERSON SPECIFICATION	Essential / Desirable
QUALIFICATIONS / TRAINING	
Social Work Qualification, Nursing Registration (RMN,RGN), and/or at least 3-years management experience in a Health and Social Care organisation	Essential
Evidence of professional/clinical knowledge gained through continuous professional development evidenced by further training/additional qualifications	Desirable
EXPERIENCE	
Significant (at least 3-years) experience of working in a multi-disciplinary team and participating in multi-agency relationship building and working	Essential
Experience of working women with multiple and complex needs, and knowledge of gender inequalities which affect women	Essential
An understanding of current issues related to substance misuse and families experiencing problems	Essential
experience of managing a team of staff/volunteers, including provision of supervision and team meetings.	Essential
Demonstrable experience of safeguarding children and vulnerable adults legislation and processes, including MARAC	Essential
Experience, knowledge, or interest in working with women in pregnancy affected by substance misuse	Desirable
Experience of delivering training and coaching and facilitating groups	Essential
Experience of working in a trauma-informed way	Desirable
Experience in developing effective strategies to engage hard to reach clients	Desirable
KNOWLEDGE and SKILLS	
Leadership: Confident at taking responsibility for own behavior and relationships with all partner organisations and stakeholders	Essential
Leadership: Can confidently contribute to Oasis' strategic direction	Desirable
Communication: Demonstrates respect, openness, clarity, approachability, responsiveness and confidence in all areas of communications	Essential
Communication: Has excellent IT skills and confidence at using MS office (including word, excel, outlook and powerpoint)	Essential
Team work: Is skilled at working successfully alongside others, showing proactive engagement, support for others, collaboration and openness	Essential
Problem solving: Is skilled at using creativity and innovation to solve problems and able to make critical decisions in a timely and considered manner	Essential
Problem solving: Is confident at managing risk	Essential
VALUES and ATTITUDES	
Possess a resilient attitude and work in a way that is reflective, adaptable and non-judgmental and adhere to professional boundaries at all times	Essential
Willingness and desire to work in an environment of continual change	Essential
Demonstrates an ongoing openness to learning	Essential
Strong commitment to equal opportunities and diversity	Essential
To be aware of best practice around confidentiality procedures and show clear understanding of data protection guidelines	Essential

The post is subject to the satisfactory completion of a Disclosure and Barring Service check at an enhanced level.
This job description accurately reflects the present position; it may be reviewed and amended but only after a proper period of consultation.