**JOB DESCRIPTION**

**Children's and Joint Commissioning Services**

**JOB TITLE:** Team Leader (Adults)

**DIVISION:** Substance Misuse Service Delivery

**GRADE:** Band 11

**RESPONSIBLE TO:** Head of Service (Substance Misuse)

**POST REFERENCE NO:** 107698

**Purpose of Post**

To be responsible for the management of care co-ordinator teams across the Hartlepool Borough Council/Foundations drug and alcohol partnership ensuring that care co-ordinators are implementing evidence based practice to support individuals.

To ensure that the Service’s key functions (Care Co-ordination, Psycho-Social Interventions Co-ordination, Assessment and Review, Community Development, Harm Reduction) are fully integrated, flexible, effective, and provided to a high standard.

To take a lead role in promoting, developing and integrating the Service within the local community and health and social care agendas, and with key stakeholders.

To manage and develop a team of staff to build a dynamic, creative, and competent team within a culture of continuous service quality improvement.

To work collaboratively with services and service users, internally and externally, and to develop effective pathways, processes and interventions to support and motivate service users towards recovery.

To work within a strengths-based, recovery-orientated, change and outcomes focused approach that promotes service users and communities as responsible co-producers of health, well-being and recovery

**Main Duties and Responsibilities**

To lead on the operational management of the key functions of the Hartlepool Borough Council Psycho-social Service (Care-Co-ordination, Psycho-Social Interventions, Assessment and Review, Community Development and Harm Reduction).

To support the Head of Service to continuously develop the service to ensure that there is a culture of continuous improvement.

To ensure that the treatment approaches, models and interventions delivered are appropriate, evidence based, and effective to meet the emerging needs of beneficiaries and stakeholders, ensuring ongoing evaluation.

To develop quality and customer focused services for all clients and their families, which are accessible, consistent and seamless.

To ensure service users and other stakeholders are involved in the design, ongoing improvement and evaluation of services.

To provide professional leadership through: first line support to direct reports; decision making; leading by example; maintaining appropriate expectations, culture and values; embracing and implementing change.

To provide operational management of direct reports through consistent and quality provision of supervision, objectives, appraisal, induction, disciplinary and grievance and absence management.

To develop and maximise the potential of the staff team through skill development opportunities, coaching, engagement, motivation, team building and delegation.

To ensure that all client data related to the National Drug Treatment Monitoring Service (NDTMS) is entered into the client information system (Theseus) correctly, punctually and to a high clinical standard and complete risk and incident tool as appropriate.

To be a proactive member of the senior management team within the drug & alcohol partnership and attend.

To contribute toward overall contract performance and monitoring.

Deputise for the Head of Service (Substance Misuse) when required

To assess risk and safeguarding issues, undertake risk and need assessments when appropriate and report any potential risk and safeguarding issues to ensure staff, service users and children are protected.

To work flexibly to undertake such other reasonable duties and responsibilities, at any location within reasonable daily travel from your main place of work.

To undertake any other duties directed by the Head of Service (Substance Misuse) appropriate to grading of this post.

Date: July 2020

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**