



FIRST FORTNIGHT
THE ART OF MENTAL HEALTH

Therapeutic Services Manager

Job Specification

Job Title	Therapeutic Services Manager
Closing Date	5pm, Monday 17 th April
Interview Date(s) and Location	24 th April, Dublin City Centre or Zoom
Enquiries	Name: Maria Fleming, CEO Email: maria@firstfortnight.ie
Details of Service	The successful candidate will work as part of the First Fortnight team with responsibility for the management of First Fortnight's Trauma informed Creative Therapy for children, adolescents and adults experiencing or at risk of homelessness in Dublin. The Therapeutic Services Manager will also be responsible for the expansion of these services to Kildare, Limerick, Donegal and Kerry as outlined below. First Fortnight partner with the National Concert Hall in the running of 'Music in Mind' a programme of work with school and community groups. The Therapeutic Services Manager will ensure that the services align with HSE and IACAT best practice guidelines.
Reporting Relationship	The successful candidate will report to the CEO and/or her designated person as appropriate.
Role Specification	The Therapeutic Services Manager will be responsible for the management of First Fortnight's trauma-informed Child and Adolescent Creative Therapy Services (CACTus) and Adult Creative Therapy Services, and the coordination of the expansion of the CACTus services outside of Dublin to Kildare, Limerick, Donegal and Kerry.
Core Duties and Responsibilities	The Therapeutic Services Manager will be responsible for core areas of provision: Budget and costs:

- Oversee, signoff and present budgets relating to the running of the therapeutic services to the First Fortnight Board.
- Working with the Governance and Finance Manager in submitting quarterly and annual reports to the First Fortnight Board and to service funders.

Staff management:

- Oversee the management of all therapeutic services staff.
- Oversee the recruitment of IACAT accredited, trauma informed, creative therapists, for new services in Kildare, Limerick, Donegal and Kerry.
- Establish a clear line of reporting and ensure that staff are adequately supported and receiving regular supervision.
- Delegate tasks where appropriate to senior therapists and other staff members to ensure that regular research and reporting is being carried out.
- Provide clinical support for a team of creative therapists.

Outreach and promotion:

- The provision of Funder and Sponsor updates and input.
- Further develop our current profile in the homelessness and mental health sectors.

Service operations:

The Therapeutic Services Manager will be responsible for the following work areas:

- Incident management procedure.
- Communicating with partner agencies.
- Ensuring compliance with First Fortnight policies.
- Regular review and updating of First Fortnight policies relating to the services, including child safeguarding and working practices relating to vulnerable adults.
- Securing appropriate spaces for the services and managing the premises at Berkley Street.
- Recruitment of IACAT accredited therapists.

Referrals:

First Fortnight will draw on the expertise of the Therapeutic Services Manager regarding:

- Managing and reviewing our existing referral systems for our child, adolescent and adult services.
- Establishing new and maintaining existing interagency relationships with partner agency teams and establishing new interagency relationships in Kildare, Limerick, Donegal and Kerry.

Over the course of the contract (3 years) the Therapeutic Services Manager will report to the CEO in relation to the following areas of responsibility:

- Budget Management
- Quarterly progress review & financial planning and reporting
- Local coordination of the Music in Mind Programme in collaboration with our programme partners the National Concert Hall.

	<p>Implementation of HSE Best Practice Guidelines</p> <p>First Fortnight’s service provision and advocacy network is core funded by the HSE National Office of Suicide Prevention (NOSP). The Therapeutic Services Manager will be responsible for the implementation of the associated processes and reporting through the associated NOSP reporting systems. They will also be responsible for the review, update and development of policies and procedures as required to ensure the clinical governance of all aspects of our therapy services. This will include:</p> <ul style="list-style-type: none"> • Governance • Confidentiality • Assessment • Information management • Legislation compliance • Safeguarding • Human resources • Industrial relations <p>This Job Description is not intended to be a comprehensive list of all duties involved and consequently, the successful candidate may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.</p>
<p>Eligibility criteria: Qualification and experience</p>	<p>Qualifications Candidates must fulfil the following relevant qualification and experience requirements:</p> <ul style="list-style-type: none"> • Third Level Graduate in Community and Voluntary Service Management/Community & Voluntary Sector equivalent or Service Provision Management. • Hold a recognised creative therapy/psychology qualification. • Have a minimum of three years full-time post qualification relevant experience. <p>Required</p> <ul style="list-style-type: none"> • Must have a full clean driver’s license. • Must have access to their own car. <p>Preferable qualification/demonstrated experience:</p> <ul style="list-style-type: none"> • Design/implementation of similar/relevant children and young peoples’ service.
<p>Skills, competencies, and knowledge</p>	<p>The successful candidate will:</p> <ul style="list-style-type: none"> • Fulfil the eligibility criteria for the role. • Demonstrate knowledge, skills, and evidence appropriate to carrying out the duties and responsibilities of the role in line with relevant best practice and standards. • Will have excellent interpersonal skills.

	<ul style="list-style-type: none"> • Demonstrate a commitment to and the ability to lead on the management and reporting and support requirements of a high-quality, person-centred service. • Be in a position to lead on planning and managing the delivery of an optimum service while managing an expansion of the services in an effective and resourceful manner. • Show a clear track record in relation to the development, review and management of best practice policies and reporting structures. • Have an ability to take initiative and to be appropriately self-directed with the capability to work both independently and as part of a team. • Show a track record in the management and supervision of staff. • Demonstrate a strong ability and commitment to local and interagency collaboration. • Show a proficiency in the use of IT systems relevant to the role.
Selection Process	<p>Shortlisting will be carried out based on the information supplied in your application. The criteria for shortlisting will be based on the requirements for the role as outlined above.</p> <p>Shortlisted applicants will be called to interview.</p>
Term & Salary	<p>This is a three-year fixed-term contract. Full time at five days per week with salary range €45,000-€50,000.</p>

To apply, please submit an up to date CV with an accompanying cover letter to grace@firstfortnight.ie no later than 5pm on Monday 17th April.