



An Roinn Coimirce Sóisialaí
Department of Social Protection



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| Title | TÚS Supervisor – WAP Care and Repair Service Focus |
| StaNús | Contract of Employment – Full-Time (39 hours per week) |
| Location | Waterford |
| Reporting to | TÚS Team Lead |
| Salary | Point 1 – €31,005 on the TÚS Pay Scale |

Role Description

Role Purpose - The role of the TÚS Supervisor is to work as part of an effective team member in the TÚS Team. Their duties include:

Primary Duties

To manage and supervise an agreed caseload of TÚS participants in the provision of WAP's Community Care and Repair Service in our catchment. Duties also include:

Administration and General

- Administration of the caseload to include recruitment, assessment, start-up forms, weekly wages and exit from the scheme.
- Ensure all TÚS participant entitlements are processed correctly for Social Protection entitlements including fuel allowance, medical cards, budget increases and changes in personnel circumstances.
- Ensure that TÚS participants are in receipt of the correct Social Protection payments, and that Pobal are notified immediately of any errors and to ensure that any forms or correspondence signed by Social Protection are not amended under any circumstance.
- Ensure that all information that may have a bearing on Participant payment rates is processed accurately and without delay in order to ensure that neither overpayment nor underpayment situations occur.
- Create and maintain a personnel record for each TÚS Participant, ensuring confidentiality in relation to such records.
- Implement and manage an effective time keeping record system for TÚS participants.
- Produce progress reports to the Tús Team Lead as agreed.

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- Make recommendations on materials and monitor and record the use of materials purchased for use on work placements.
- Safeguard all assets, goods, and materials provided for the operation of Tús.
- Operate within the materials budget allocated.
- Ensure that work provided by TÚS Participants in the Care and Repair Service are within the terms of Waterford Area Partnership's TÚS insurance policy.

Participants

- Organise the matching of TÚS participants to work programmes based on their skills, knowledge, and geographical location.
- Deal with disciplinary and grievance matters in relation to Participants in line with Waterford Area Partnership's policies.
- Pro-actively manage Participants in terms of eligibility and performance.

Health and Safety

- Ensure, in association with the Tús Team Lead, that all work carried out under Tús is done in compliance with all relevant workplace legislation and in line with current best practice.
- Ensure that all work areas provide a safe and healthy environment for Tús participants, both in terms of facilities and work practices.
- Organise the relevant health and safety training for Tús participants.
- Ensure adequate protective clothing/equipment is purchased and issued to TÚS Participants.

Other

- Liaise with local agencies including, but not exclusively, Waterford City and County Council, local Health Services, DSP local offices, as necessary.
- Attend Supervisor/Team Leader team meetings.
- Ensure that each work placement complies with all the regulations of the Department of Social Protection (DSP).
- Represent and promote Tús in day-to-day work, outside meetings, highlighting the positive benefits of participation for individuals and communities.
- Any other duties deemed appropriate to Tús at local level that are reasonable.

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