



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

Role Description

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

Primary Duties

To manage and supervise an agreed caseload of TUS participants.

Administration and General

- Administration of the caseload to include recruitment, assessment, start-up forms, weekly wages and exit from the scheme.
- Ensure all TUS participant entitlements are processed correctly for Social Protection entitlements including fuel allowance, medical cards, budget increases and changes in personnel circumstances.
- Ensure that TUS 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 TUS Participant, ensuring confidentiality in relation to such records.
- Implement and manage an effective time keeping record system for TUS participants.
- Produce progress reports to the Tus Team Lead as agreed.
- 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 provide by TUS Participants in the Care and Repair Service are within the terms of Waterford Area Partnership’s TUS insurance policy.

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Participants

- Organise the matching of TUS 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 Tus 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 TUS participants, both in terms of facilities and work practices.
- Organise the relevant health and safety training for TUS participants.
- Ensure adequate protective clothing/equipment is purchased and issued to TUS 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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