

Tús Job Description

One-year fixed term contract (renewable)

Post: TUS Community Work Placement Supervisor

Reporting to: Team Leader of Tus

Programme Level: at a programme level the TUS Supervisor will be supported by the Tus Team Leader. This will be achieved through a combination of regular meetings, discussion of the monthly work plan, site visits and review of progress reports as provided by the TUS Supervisor.

Duties of Supervisor

Administration and General

- To facilitate the recruitment of Participants, and to manage and process Participants' documentation including applications, assessments, start-up forms, weekly wages and leavers forms;
- To ensure that all Participant entitlements are processed correctly for all Social Protection entitlements including fuel allowance, medical cards, budget increases and changes in circumstances;
- To ensure that Participants are in receipt of the correct Social Protection payments, 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;
- To 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 or underpayment situations occur;
- To implement and manage an effective time keeping record system for Participants on projects;
- To produce regular progress reports to the Tus Team Leader including community work reports, advertisements and personnel reports;
- To make recommendations on materials, and to monitor and record the use of materials purchased for use on work placements
- To maintain a personnel record for each Participant, ensuring confidentiality in relation to such records;
- To safeguard all assets, goods, and materials provided for the operation of Tús;
- To operate within the materials budget allocated; and
- To ensure that tasks operate within the terms of Waterford Area Partnership's insurance policies.

Community

- To work closely with Waterford Area Partnership's staff and community development officers;
- To support community groups with the implementation of their local work plans;
- To schedule, supervise, support and manage Participants in partnership with local community groups;
- To develop and maintain a good working relationship with each community liaison officer, and to maintain community project records including calls and correspondence.

Participants

- To organise the matching of Participants to work programmes based on their skills, knowledge and geographical location;
- To liaise with Pobal on behalf of the Participants with regard to weekly payments or changes in circumstances;
- To communicate effectively with all Participants;
- To deal with disciplinary and grievance matters in relation to Participants in line with Waterford Area Partnership's policies;
- To pro-actively manage Participants in terms of eligibility and performance.

Health and Safety

- To ensure, in association with the Tus Team Leader, that all work carried out under Tús is done in compliance with all relevant workplace legislation and in line with current best practice, in relation to, *inter alia*, health and safety and measures against harassment and discrimination;
- Ensure that all work areas provide a safe and healthy environment for Participants, both in terms of facilities and work practices;
- To organise the relevant health and safety training for Participants;
- To ensure adequate protective clothing/equipment is purchased and issued to Participants.

Other

- To liaise with local agencies including, but not exclusively, the County Council, Health Services Executive, Social Protection local offices, WWETB, Local Employment Service as necessary;
- To attend Supervisor/Team Leader team meetings;
- To ensure that each work placement complies with all the regulations of the Department;
- To represent and promote Tús in day-to-day work, outside meetings, highlighting the positive benefits of participation for individuals and communities; and any other duties deemed appropriate to Tús at local level

Terms & Conditions of Employment

Hours of work are 39 per week. Some evening work may be necessary. Terms & Conditions of Employment apply as directed by Tus Regulations.

Salary: €31,005 per annum