



Job Description and Person Specification

Job Title:	Team Leader - Clubhouse	Reporting To (Name):	Local Service Manager/Community Service Manager
Date:	June 2026	Location:	National wide

Summary

Acquired Brain Injury Ireland (ABI Ireland) is the country's leading provider of community-based neuro-rehabilitation services for people living with an acquired brain injury. Each year we support hundreds of individuals and families, working across Ireland to deliver specialist rehabilitation, influence policy, and raise awareness of brain health. Our mission is to passionately serve and empower people impacted by brain injury through personalised rehabilitation and relentless advocacy. Every day we work with survivors of brain injury in their homes and communities, in our Clubhouses and residencies, helping them to work towards achieving their personal goals and maximising their independence.

The role of the Team Leader is to work in a dual Rehabilitation Assistant and Supervisory role supporting and assisting people with an acquired brain injury on aspects of their activities of daily living and rehabilitation. They also provide a staff leadership role supporting and assisting the Local Service Manager with managerial duties and responsibilities. The Team Leader will supervise Rehabilitation Assistants and maintain strong working relationships within the team.

Key Duties and Responsibilities

1. Rehabilitation Assistant duties

- Role model the overall culture, philosophy and policies of ABI Ireland showing awareness of the management structure, specific responsibilities held by Manager and Director and how they relate to your working area
- Form a rapport with person served, and maintain a positive, constructive and professional relationship. Facilitate and co-ordinate the daily independence of person served within the residential service /community by working with them and their family in formulating IRP's (where appropriate to the setting)
- Comply with New Directions, CARF, and HIQA requirements for service provision as required
- Assist and encourage person served to achieve their identified goals
- Assist person served to improve their quality of life by developing, encouraging

and supporting them in the learning of skills to support their rehabilitative journey

- Be proactive to promote, direct and foster a relationship with community resources thus enhancing the person's abilities and capacities. e.g. local colleges, social clubs, voluntary groups etc. and encourage and support person served in using a wide range of community facilities as part of their day-to-day life
- Facilitate, follow, evaluate and monitor IRP's, where appropriate to the setting, that are developed in collaboration with the person served
- Record daily activities and write reports for reviews etc
- Encourage person served to develop and maintain family, personal and neighbourhood relationships and interactions where appropriate
- Encourage person served in gaining spiritual/cultural/age identity
- Assist person's served with budgeting and money management in line with Organisational policy
- Undertake the role of Keyworker to specified persons served when assigned
- Support persons served in gaining appropriate day occupation, leisure and employment opportunities
- Manage and record confidential person served information and other general administration duties including petty cash log, accident and incident reports, time and attendance and leave requests in line with ABI Ireland policies
- Communication (Verbal and Written) with person served and their family, Local Services Manager (LSM) and the team ensuring concerns are dealt with efficiently through the correct channels
- Where appropriate, to drive safely and lawfully and ensure defects in ABI Irelands vehicles are reported and actioned
- Maintain the cleanliness of the service to IPC/COVID Protocol Standards
- Work as a member of a team and attend team meeting and reviews as required. Attend regular supervision sessions with the Manager
- Maintain safe, secure, and healthy work environment by establishing, following, and enforcing ABI Irelands standards, policies and procedures
- Keep any equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs
- Support person served using programmes developed by professionals involved with person served (including mobility and communication)
- To liaise with the Manager on issues affecting person served, staff and general management of the community environment to ensure practice standards are adhered to
- To explore own practice with the Manager via the supervision and the performance management process, and identify the options for personal development
- Update job knowledge by participating in educational opportunities.
- Other duties as may be requested by the Manager

2. Service Supervision & Development

- Implement and maintain the quality and standards of the Organisation as set out in the Operations Manual, the Staff Manual and the Health and Safety Statement.
- Work with the Local Services Manager on issues affecting person served, staff and general management of the clubhouse to ensure practice standards are adhered to
- Take a proactive stance in assisting the Local Service Manager to plan shifts and delegate tasks
- In conjunction with the LSM, take a lead role in complying with New Directions, HIQA and CARF Standards as appropriate, and ensure the service meets the required standards
- Facilitate working groups, conduct risk assessments and audit staff performance as required
- Where appropriate to support the team of Rehabilitation Assistants to implement the tasks associated with their roles
- Responsibility for the development of staff rotas based primarily on the needs of persons' served and the smooth running of the service whilst ensuring rotas are fair and equitable for all staff
- Complete training on the internal time and attendance system and manage the day to day requirements
- Deputise for the Local Services Manager as and when required
- Co-ordinate the overall programme for the Service, ensuring it is driven by client preference and choice
- Work as a member of the team and chair, attend, participate and minute team meetings and reviews as required
- Provide supervision sessions to Rehabilitation Assistants in the team as required
- Ensure that the Local Services Manager is updated regularly
- Assist the Local Service Manager in working in partnership with appropriate voluntary agencies/ support groups, statutory services and HSE programmes etc.
- Attend meetings with external agencies when requested
- Support and be involved in local and national fundraising initiatives
- Devise group plans and facilitate social, educational and rehabilitation groups, catered to meet the needs of clients. Evaluating programme and projects carried out

3. Finance

- Work within the budget for the local services
- Record, manage and provide information on petty cash expenditure
- Provide information on payroll and premium pay returns for staff

4. Procedural Responsibilities

- Administer all tasks, rotas, annual leave requests, sick absence reporting as delegated by the Local Services Manager
- Assist the Local Services Manager in the induction and on-the-job support programmes of new employees
- To supervise staff, by agreement with Local Services Manager
- Follow procedures on informing relevant parties of any untoward accident / incident, in accordance with the Organisation's Accident/Incident Reporting Procedures
- Be aware of and follow the policies and procedures of the Organisation and those in operation at the service
- Refer staff problems to the Local Service Manager where necessary
- Be willing to and able to drive any vehicle that may be attached to the service to maximise the use of community services
- Identify training needs within the team and advise the Local Services Manager of same
- To participate on interview panels to recruit Rehabilitation Assistants when requested

5. Health and Safety

- Ensure Health & Safety requirements of the service are met
- Take personal responsibility for participating in mandatory training to ensure safe practices
- Ensure persons' served safety as far as possible
- Review Health and Safety records each month
- Conduct regular emergency evacuations and inspections as required

Qualifications / Experience

Qualifications

- A relevant 3rd level qualification (or working towards one) in the Human Services sector e.g. Health & Social Care is desirable.
- Full driving licence.

Experience

- A minimum of 2 years' experience working in a residential or community social care setting
- Must be able to write and speak English to a high standard.
- IT skills that include Word and Microsoft Outlook.

Competencies

- 1. Communications**
 - *strong communicator with excellent interpersonal skills*
- 2. Commitment to achieving the highest level of Professional Service**
 - *demonstrates a commitment to highest standards of quality service and outcomes.*
- 3. Using own initiative & Judgement**
 - *identifies service gaps and ways of improving processes and services*
- 4. Impact & Outcomes Focused**
 - *focus resources to achieve your outcomes and assist others to set and achieve their outcomes*
- 5. Planning, Organising and Prioritising**
 - *works to optimise outputs*
- 6. Integrity, Trust & Respect**
 - *Demonstrates respect for the dignity and privacy of individuals. Presents truthful information in an appropriate and helpful manner. Admits mistake.*
- 7. Effective Working Relationships & Team Culture**
 - *Co-operates with others (internally and externally) and earns respect. Helps to create a team spirit through encouraging others, providing support, offering constructive feedback.*

Other Requirements

- Travel as required and full manual driving licence.
- The applicant should be in good physical and mental health.
- Available to work flexible hours on a 5 day rota that may include occasional weekend work. The hours of work will be 39 hours per week for a full-time staff member, pro rata for specific roles and will alternate between a fixed or varied roster from time to time so as to serve best the interest of the person served.

Remuneration

- Salary range €38058 - €54615 – DOE
- Annual salary increments – for applicable roles
- Flexible working and Work Life Balance Initiatives in Place
- 25 days annual leave per annum plus up to 3 additional days based on service
- 2 Discretionary Days Annual Leave (Good Friday and Christmas Eve)
- Access to Contributory Pension scheme following probation.
- Free Life Cover benefit (2 times gross salary tax free)
- Generous Paid Sick Leave (6 months full and 6 months half pay) based on service

- Paid Maternity Leave
- Long Service Awards
- Revenue approved mileage rates
- Comprehensive induction and training programme including specialist brain injury training
- Career Development Opportunities
- Employee Assistance Programme
- Bike to Work Scheme
- Access to Health Care Staff Credit Union

This Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post. As circumstances change it may be necessary to review the responsibilities outlined above.

This will be done in consultation with the post holder.

ABI Ireland is an Equal Opportunities Employer