



DRUG REHABILITATION COMMUNITY EMPLOYMENT SCHEME

SUPERVISOR – JOB DESCRIPTION (JOB SHARE, 19.5 HOURS PER WEEK) TEMPORARY CONTRACT

JOB TITLE: Community Employment Supervisor

SALARY: DSP Community Employment Supervisor Rates (€33,259.72-€40,170 on a Pro Rata Basis)

REPORTING TO: Manager & Project Management Committee

ROLE: The role of the Community Employment Supervisor is to support recovering drug rehabilitation participants to develop their personal, social and education/work related skills to enable them progress towards full participation within their community, recovery and working life. This role will be divided equally across a job share of 19.5 hours per supervisor per week.

FUNCTION: To ensure the effective and efficient management co-ordination and delivery of the organisations CE Drug Rehabilitation Scheme. Core aspects of the role include support and supervise of the CE participants towards gaining the training, skills and competencies to progress towards further training and personal development whilst supporting them on their recovery journey.

To work in conjunction with the Rehabilitation Team to support the CE Participants implementing their care plans and individual learner plan (ILP)

KEY RESULT AREAS

CE Participant Supports

- Develop strong supportive relationships with participants in relation to their needs for rehabilitation and recovery; including their ongoing treatment interventions within DROPP and with external agencies involved in their care plan and ILP
- Work with participants to develop long term career and progression plans
- Provide participants with training and education options which will support their personal and vocational development
- Provide one to one client centred supports which guide and facilitate client's needs in line with their care plan.
- Facilitate groups that provide learning and understanding to participants around addiction related issues, social and personal development and training/upskilling.

Administration

- Ensure the provision of an efficient financial and accounting system in line with CE corporate governance requirements as directed by the Sponsoring Organisation
- Ensure that financial returns i.e. wages claims, materials claims and participant development grant claims meet the standard as laid down by the DSP.
- Ensure the implementation of systems controlling the operation of all finances e.g. cheque payments book, debtors, creditors and participant's payroll, bank account and PRSI returns as directed by the Sponsoring Organisation
- Ensure prompt and accurate payment of participant allowances.
- Implement and manage an effective time keeping record system for participants on scheme.

- Liaise with the local DSP Office as and when required.
- Liaise with the relevant treatment and rehabilitation services, Local Drug & Alcohol Task Force, Education & Training Board and Southside Partnership as and when required
- Liaise with the required service supports to maintain participant stability and progress
- Liaise with local businesses to secure and maintain positive work experience placements

Training & Development Provision

- Undertake an identification of learner needs with each participant on the scheme as part of the Individual Learner Plan process.
- Identify needs, source and co-ordinate cost effective training/development opportunities in line with DSP procurement guidelines.
- Prepare an Individual Learning Plan for each Participant for submission to DSP in accordance with CE procedures.
- Provide access to vocational training and recognised qualifications for participants, including working towards Major Awards on the National Framework of Qualifications (NFQ) or industry related equivalent.
- Maintain and update training records for each participant on the scheme as part of their Individual Learner Plans.
- Monitor and review training inputs with the participants.
- Plan and organise work placements in line with care plan goals and ILP progression.
- Report on ILP and scheme developments and progress monthly to the sponsoring organisation.

Human Resources

- Ensure the DSP referral procedures are in place
- Plan and co-ordinate the induction process and ensure contracts of employment are in place for all participants
- Communicate effectively with all participants on the scheme using one to one formal and informal meetings, group sessions and team meetings.
- Address disciplinary matters in relation to participants in accordance with the CE Procedures manual and client rehabilitation contract
- Liaise with employers to promote progression to work and work with other support organisations as needed.
- Develop an exit plan with each participant identifying follow-up and aftercare supports as required.
- Follow-up and report on participants including support workers for up to 4 months on exit from CE.
- Supervise staff resources as required.
- Engage in training and development as detailed in Procedures Manual.
- Report to sponsoring organisation.

Scheme Management

- Work within the National Drugs Rehabilitation Framework
- Ensure a safe and healthy environment for participants - both in terms of facilities and work practices.
- Ensure work experience placements on scheme are in line with CE application and participants ILP.
- Supervise, schedule and manage participants.
- Fully participate in training and development opportunities provided by the Sponsor and by DSP as required for the post.
- Carry out any other function relevant to the position of Community Employment Supervisor as indicated by Sponsoring organisation.

Financial Monitoring and Programme and Training Monitoring

- Ensure the CE scheme is compliant with financial, programme and training monitoring requirements as detailed in the CE Operating Procedures.

Progression of CE Participants

- Ensure that the progression targets in the CE Scheme Application Form are met
- Implement progression options as identified in the ILP, including job search activities as part of exit planning
- Develop a database of Employers
- Work with local employers to place people in work experience/employment

PERSON SPECIFICATION

Area	Essential	Desirable
Knowledge of Post	<ul style="list-style-type: none"> • Knowledge of the role of the Community Employment Supervisor within a Drug Rehabilitation Scheme • Display responsibility, commitment and motivation to implement the spirit of Community Employment. • Knowledge of addiction / rehabilitation and local services • Experience of developing and implementing programmes in a recovery based rehabilitation service 	<ul style="list-style-type: none"> • Awareness of the needs of clients on a drug rehabilitation scheme • Knowledge of NDRIC Framework
Work Experience	<ul style="list-style-type: none"> • Two years previous experience working with substance misuse issues • Three year experience supervising staff • Previous experience in administration, and/or training delivery 	<ul style="list-style-type: none"> • Previous group facilitation experience
Interpersonal Skills	<ul style="list-style-type: none"> • Must be capable of directing and motivating participants. • Must be articulate and assertive • Competent writing skills required • Non-judgmental attitude • Awareness of importance of professional boundaries 	<ul style="list-style-type: none"> • Team work ethos
Education & Training	<ul style="list-style-type: none"> • 3rd level (min Level 6) Qualification in substance misuse and/or related issues including rehabilitation. • Major Award at 3rd Level (NFQ Level 6 or higher) in Business/Financial Administration, Training, Human Resources, Project Management or related disciplines. • ICT skills essential (e.g. MS Office). 	<ul style="list-style-type: none"> • Facilitation / group work qualification / training Qualification

Have a full, clean driving license and access to transport