

Drug & Alcohol Family Support Training and Development Worker Job Specification

Job Title	Drug & Alcohol Family Support Training and Development Worker
Employer	Western Region Drugs Task Force LTD
Employment Base	Unit 6, Galway Technology Park, Parkmore, Galway
Reporting Relationship	<p>Reports to the Regional Drugs Task Force Co-ordinator/Managing Director for day-to-day activities.</p> <p>West Region Drugs Task Force Limited is responsible for all personnel/Human Resource matters.</p>
Purpose of the Post	To act as a specialist resource for drug and alcohol family support initiatives throughout the Western Region
Principle Duties & Responsibilities	<ul style="list-style-type: none"> • To support Peer Led Family Support Groups, front line family support workers and other individuals/agencies working directly with families within the western region. • To support members of the Regional Drug & Alcohol Family Support Network to participate in a number of regional fora's including the WRDTF and its sub-groups • To provide training to front line workers, family support programmes/agencies etc... in relation to the area of addictions and the support needs of family members as per the recommendation of the report of the working group on Drug Rehabilitation, 2007 • To lead the development of the Regional Drug & Alcohol Family Support Network to develop a series of prevention measures that focus on the family as per the recommendation of the NDS 2009-2016 • To raise awareness of family support grants to agencies delivering family support services within the region • To raise awareness around the needs for and supports available to family members affected by substance misuse • To develop protocols and procedures for the establishment of a respite initiative and monitor & evaluate its implementation. • To support the Strengthen Families Programme site co-ordinators & Steering Committees • To ensure family support groups/organisations are aware of SFP and other family support programmes in the region <p>The above Job Description is not intended to be a complete 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 while in office.</p>
Other duties & responsibilities	<ul style="list-style-type: none"> • Keep written records and produce reports, as requested • Maintain personal and professional development to meet the changing demands of the job and participate in appropriate training activities • To actively participate in team and staff meetings and service reviews • To undertake other duties as may be requested by the line manager from time to time • Undertake other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job. • To work with the Task Force Team on joint initiatives • To link with other RDTF's
Essential Qualifications	<ul style="list-style-type: none"> • Must have a qualification in the area of addictions • Minimum of 3 years experience of working in the area of Substance Misuse/Family Support/Counselling/Community Work

	<ul style="list-style-type: none"> • Experience of high quality inter-sectoral work involving all or any of these areas: statutory agencies, voluntary organisation and community groups.
Essential Skills or Competencies	<ul style="list-style-type: none"> • Demonstrate a thorough knowledge of drug related issues and their effect and influence on families, communities, individuals. • Demonstrate knowledge of Irelands National Drug Strategy (2009-2016) and WRDTF Regional Strategic Plan (2011-2014) • Computer Literacy e.g. word, excel, powerpoint, email • Demonstrate good facilitation and presentation skills • Demonstrate good report writing capability. • Display excellent communication and interpersonal skills with the ability to interact and network with all levels within and outside the organisation. • Demonstrate good decision making and problem solving skills • Display good organisational, resource and time management skills and the ability to handle multiple priorities as well as the ability to maintain high levels of confidentiality. • Demonstrate ability of working independently on his/ her own initiative and display flexibility to work within a multi-sectoral team.
Desirable Skills	<ul style="list-style-type: none"> • Knowledge of Community Work • Knowledge of Health/Social Services • Knowledge of Statutory/Voluntary/Community Agencies and their role in addressing the drugs and alcohol issue.
Special skill, knowledge, competencies or requirements of the post	<ul style="list-style-type: none"> • Availability to work unsociable hours. • Own car and full clean drivers licence (The post will involve frequent travel to meetings, conferences etc). Candidates must be flexible as evening work and travel will be required. • Excellent computer skills are essential for this role • Candidates will be expected to work with management to deliver programs and be flexible in responding to changing needs as decided by management.
Salary and Remuneration	<p>The successful candidate will be employed by the WRDTF Ltd for an initial 12 month fixed term contract which will include a 6 month probationary period.</p> <p>Pobal Development Worker Scale: €32,181 – €62,211 (inclusive of LSI)</p> <ul style="list-style-type: none"> • Salary will be commensurate with experience • Funding for employment of the worker is dependent on continued financial support by Government agencies. • The continuation of employment is commensurate with the satisfactory adherence to the objectives of the job description as outlined by the WRDTF .
Hours of work	Primarily 9-5pm Monday to Friday and must be available to work evenings as required
How to apply	<p>Applicants should send expressions of interest and Curriculum Vitae (2 copies) with contact details of 2 referees to Western Region Drugs Task Force, Family Support Worker Post, Unit 6 Galway Technology Park, Parkmore, Galway.</p> <p>E-mail info@wrdtf.ie or fax 091 480058</p>

	Closing Date for applications:
--	---------------------------------------

	Tuesday 5 th February @ 5pm. (Late applications will not be accepted)
--	--