



DRUG REHABILITATION COMMUNITY EMPLOYMENT SCHEME

SUPERVISOR – JOB DESCRIPTION

JOB TITLE: Community Employment Supervisor

SALARY: DSP Community Employment Supervisor Rates (Point 1)

REPORTING TO: Manager & Project Management Committee

ROLE: The role of the Community Employment Supervisor is to support participants in a drug rehabilitation project to develop their personal, social and education/work related skills to enable them progress towards full participation within their recovery, community and working life.

FUNCTION: To ensure the effective and efficient management co-ordination and delivery of the organisations CE Drug Rehabilitation Scheme in conjunction with Clinical Team. Core aspects of the role include support and supervision of the CE participants in engaging with the programme structures . This will assist them to gain skills and competencies that enable them progress their individual learner plan and care plan towards full community integration on their recovery journey.

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 short, medium and long term career and progression plans
- Provide participants with training and education opportunities 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 social and personal development, training/upskilling and preparation for work or full time education.

Administration

- Implement and manage an effective time keeping record system for participants on scheme.
- Work closely with the Financial Administrator to keep up to date on all financial activities of the scheme
- Liaise with the local DSP Office and CDO as regularly as 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.
- Maintain and update training records for each participant on the scheme as part of their Individual Learner Plans on the Welfare Partners IT system
- 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 and adhered to
- 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 and group sessions.
- Address disciplinary matters in relation to participants in accordance with the CE Procedures manual and client rehabilitation contract
- 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.

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.
- Supervise, schedule and manage participants.
- Fully participate in training and development opportunities provided by the Sponsor and by DSP as required for the post.

Financial Monitoring and Programme and Training Monitoring

- Work closely with the Financial Administrator to 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 • Display responsibility, commitment and motivation to implement the spirit of Community Employment. • Knowledge of substance use recovery / community development 	<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"> • Three year experience supervising staff • Previous experience in an administration, and/or co-ordination role 	<ul style="list-style-type: none"> • Two years previous experience working with substance misuse issues • Previous experience in a support worker role within a similar setting • Experience of developing and implementing programmes in a community based organisation
Interpersonal Skills	<ul style="list-style-type: none"> • Must be capable of directing and motivating participants. • Have good communication skills firmly aligned to the organisations values • 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"> • Major Award at 3rd Level (NFQ Level 6 or higher) in Business/Financial Administration, Training, Human Sciences, Project Management or related disciplines. • ICT skills essential (e.g. MS Office). 	<ul style="list-style-type: none"> • Facilitation / group work qualification / training Qualification • 3rd level (min Level 6) Qualification in substance misuse and/or related issues including rehabilitation.

Essential criteria that is highlighted in bold are requirements of the role and must be evidenced in the application in order for applicants to be shortlisted.