

**JOB DESCRIPTION**

**Job Title: Community Integration Worker, East Coast Regional Drugs & Alcohol Task Force**

**Reports to:** **Service Co-ordinator**

**Objective: To effectively deliver services pertaining to the Provision of a Community Integration Project for the East Coast Regional Drugs and Alcohol Task Force.**

**Hours: 39 hours per week**

**Contract: 6 months FTC ( this may be extended subject to funding)**

**Salary Scale: €30,360 - €37,800 pro rata of 39 hrs per week**

**Location: Mobile Role – ECRDATF area**

***Client Work***

* To target, engage and establish a relationship with local drug and/or alcohol users with a view to setting up a care-planning and keyworking relationship
* Carry out comprehensive initial assessments with clients to establish their support needs
* To appropriately risk assess and engage in one-to-one/lone working where appropriate
* Provide psycho-social support for persons leaving drug and/or alcohol treatment services or released from prison or moving from one point on the continuum of care to another
* Arranging regular one to one meetings with clients, creating and reviewing care plans, setting, closing and revising goals where appropriate
* Have an individual integrated care plan which is based on a comprehensive assessment of client needs, with appropriate treatment, rehabilitation and recovery goals, agreed with the client
* Maximizing client agency by ensuring that their goals are central to all care plan objectives.
* Provide a range of reintegration and aftercare supports targeting clients from the region including those exiting drug and/or alcohol treatment programmes or exiting prison
* Provide education, information, advocacy and treatment support to clients and their families as required
* Support clients who are engaging with a detoxification programme
* Formulate and implement a referral pathway and plan for those transitioning from the service
* Create referral pathways and contribute to an inter-agency approach to working with clients
* Establish and deliver supportive group-work and activity based sessions
* Ensure service users are case managed as they move through the continuum of care
* Support service users through the process of regaining their capacity for daily life from the impact of problem drug and /or alcohol use and reintegrating into their communities
* Provide care and support that offer both a harm reduction and recovery ethos reflecting a person centred approach to care
* Work closely with community, voluntary and statutory services to ensure that service users can access support in relation to other needs i.e. housing, employment and education etc
* To be responsible for working in partnership with other agencies to maximise benefits that can be achieved for individuals and families by utilising wider resources and support networks that are available locally
* Liaise with and refer clients to other services, using a multidisciplinary approach
* To support and encourage clients to provide feedback on service provision in order to inform policy and services

***Reporting***

* Produce standard monthly and quarterly reports for the Service Co-Ordinator and/or Manager of Day Services in line with funding agencies requirements and compile any ad hoc information requests as required
* Compile and report on complaints and compliments received as required
* Responsible for ensuring that statistics/data are kept updated on the CRM system at all times and provide reports to the Service Co-Ordinator in keeping with all required deadlines and on an ad hoc basis as required
* Responsible for maintaining a complete, accurate and up to date record for each treatment episode on the HRB on-line web based system
* Ensuring client care-plans are created and updated as care-plan progresses or changes

***General Responsibilities***

* To support the development and implementation of the ECRDATF substance misuse treatment and rehabilitation strategy in collaboration with key stakeholders in the community, voluntary and statutory sector
* To oversee the support and supervision provided to volunteers and placements in the East Coast service
* To work with the HR Department in relation to all HR processes including recruitment, performance management, disciplinary processes etc.
* Comply with all verification visits by funding agencies
* To support and participate in all audits and/or evaluations
* To comply with all requirements in relation to all the appropriate paperwork for the service such as client files, accident reports, service user complaints, minutes of meetings etc
* To communicate effectively and to maintain appropriate accountability to the Service Co-Ordinator/ Manager Day Services
* Keep up to date with developments in the East Coast region
* Attend and participate in relevant committees as advised by the Service Co-Ordinator
* In conjunction with the Service Co-Ordinator to continuously develop the role to ensure that all aspects of the service are managed effectively and in line with service requirements
* To become familiar with and ensure that all MQI’s policies and procedures are being adhered to particularly those relating to Health & Safety, HR, Confidentiality, Boundaries and staff code of conduct etc.
* Undertake any other duties as assigned by the Service Co-Ordinator/Manager Day Service and his/her nominee.

**Person Specification**

**Qualifications & Experience**

* Have a relevant qualification (minimum QQI Level 7 or equivalent) e.g. social care, addiction. Motivational Interviewing (MI) or Cognitive Behavioural Therapy (CBT) qualifications are a distinct advantage
* Have a minimum of 2 years relevant employed work experience in addiction, community development, health & social care, education or related fields.
* Experience of key working, case management and group facilitation
* Have an understanding of the current National Drugs Strategy, Substance Misuse Strategy, National Drug Rehabilitation Framework, logic model reporting, QUADS and/or Safer Better Healthcare (SBHC) Standards
* As this is a mobile post candidates must have a full driver’s licence and access to a car.
* If you are interested in applying for this position please send completed Application Form to [recruitment@mqi.ie](mailto:recruitment@mqi.ie) with an updated copy of your CV before the closing date at 5pm 23rd of October 2019. Please ensure to put ‘**Application for Community Integration Worker’ ref** **OAS081903** in the subject line of your email. Applications that do not state the role in the subject line of the email may fail to be shortlisted.

**Management reserve the right to amend or change this job description as required.**

**This role is subject to Garda Vetting.**