

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>C.E. Support Worker</b>
<b>Report to:</b>	<b>Rehab Co-ordinator &amp; Management Team</b>
<b>Location:</b>	<b>Dublin 8</b>
<b>Start Date:</b>	<b>XXX</b>
<b>Hours:</b>	<b>19.5 hours per week</b>
<b>Salary Scale:</b>	<b>DEASP salary scale</b>

### **Key Roles & Responsibilities**

- To work with service users in addressing their day-to-day substance misuse issues.
- To be there as a support for adult male and female service users
- To assist in the planning, delivery and evaluation of educational, life skills and personal development workshops. To co-facilitate such groups and sit in as required.
- To manage a case load of participants, preparing care plans, key-working on a one to one basis.

### **Administration:**

- To maintain and update accurate day-to-day records.
- To undertake any other administrative duties as and when required.

### **Personal and Team Development:**

- To liaise with Rehab and Training Co-ordinator.
- To attend supervision.
- To undertake relevant training and development opportunities as provided by the programme.

### **General Responsibilities:**

- To undertake housekeeping/care-taking duties of the project as requested.
- To work within and adhere to RADE's policy and procedures guidelines.
- To undertake any other duties as may be reasonably assigned.

### **Skills and Abilities:**

- An awareness or experience of working in the area of addiction / community development / social inclusion.
- An ability to communicate and work safely with participants maintaining strictest confidentiality.
- An ability to work with participants professionally.

**Patron Michael D. Higgins President of Ireland**

- The ability to work within professional boundaries.
- The ability to work as part of a team, and on own initiative where required.
- To be aware of and adhere to RADE's mission, values, aims and objectives

**As this is a new job description, Management reserve the right to amend or change this job description as required.**