

JOB DESCRIPTION

Job Title:	C.E. Support Worker
Report to:	Rehab Co-ordinator & Management Team
Location:	Dublin 8
Start Date:	Immediate start, post Garda Vetting
Hours:	19.5 hours per week
Salary Scale:	DEASP salary scale

Key Roles & Responsibilities

- To work with service users in addressing their day-to-day substance dependency issues.
- To be there as a support for adult male and female service users on a day to day basis.
- To assist in the planning, delivery and evaluation of arts based, educational, life skills and personal development workshops.
- To co-facilitate arts based groups as required.
- To manage a small case load of participants in relation keyworking - preparing care plans and engaging participants weekly on a one to one basis.
- To attend all the weekly meetings – Team, Progression, Relapse and Planning

Administration:

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

Personal and Team Development:

- To liaise with Rehab and Training Co-ordinator.
- To attend one to one supervision and peer support supervision sessions.
- 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.
- Prior experience of group facilitation is an advantage
- Prior experience of working with the arts would be an advantage
- Proficiency with Microsoft Office suite in particular Word, Outlook and Access is essential

Patron Michael D. Higgins President of Ireland

- Familiarity with web-based applications and social media platforms such as Google docs, Twitter, Facebook etc. an advantage

Skills and Abilities:

- An awareness or experience of working in the area of addiction / community development / social inclusion.
- Experience in working in community arts based projects.
- Ability to address challenging behaviours with tact and understanding
- An ability to communicate and work safely with participants maintaining strictest confidentiality.
- An ability to work with participants professionally.
- 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.