

**JOB DESCRIPTION**

**Title of Post: Part Time Addiction Specific Project Worker (21 hours per week)**

**Report To: Addiction Team Manager/Team/Project Leader**

**Salary: Aligned to the HSE Social Care Worker (with Qualifications) Pay Scale (March 2023) (Pro rata)**

**Job Summary**

**Duties and Responsibilities**

**Service Delivery**

* Develop and maintain links with alcohol/ drug users, their parents/spouses/siblings/partners and the wider community
* Provide needs appropriate one-to-one services to the target group
* Demonstrate knowledge and experience of Needle Exchange Provision
* Ensure service user involvement in all aspects service delivery
* Work in cooperation and partnership with other agencies, both voluntary and statutory ensuring good communication and cross agency flexible working practises to minimise obstacles to a person getting access to supports, services and/or accommodation or fulfilling their care plan objectives
* Promote the service of the Addiction Team to the relevant statutory, community and voluntary agencies and network with said agencies
* Be aware of and adhere to all BCAT’s service delivery policies
* Adopt a flexible approach to the setting up of appointments taking into account that time involved in support work varies and may involve-court work; home visits; interagency meetings; meetings outside of project; etc.
* Carry a case load and develop care plans which are realistic and achievable and which take account of service users’ varying circumstances (in terms of drug use, social/ family/ legal/ financial/physical and mental health)
* Deliver one-to-one services in a consistent and professional manner utilising evidence based approaches such as CRA, A/CRA Brief solution focussed; Motivational Interviewing; Cognitive Behavioural Therapy
* Bring critical incidents (mental health issues; self-harm; child protection issues) to the attention of the Manager and to the Team/Project Leader in the absence of the Manager
* Ensure the staff team are cognisant of service users experiencing extreme difficulties to ensure ongoing support
* Liaise professionally and competently with local agencies
* Participate fully at client review meetings and liaise closely with team members working with significant others

**Drop In**

* Be aware of and adhere to BCAT’s Drop In policies
* Manage the Drop In on ‘duty’ days
* Assist ‘duty’ person on Drop In when not otherwise engaged
* Ensure the Drop In is welcoming and that Charter of Rights is adhered to at all times
* Ensure the Drop In has sufficient supplies on a daily basis
* Actively engage with service users while in Drop In
* Should challenging circumstances arise notify the Project/Team Leader

**Team Work**

* To work as part of a multi-disciplinary team in a low threshold harm reduction service, in conjunction with other team members with the aim of ensuring that BCAT delivers the highest quality service possible to service users
* Work as a team member to develop and fulfil the policies, quality standards, aims and objectives of BCAT
* To attend and actively engage in weekly team meetings
* Extend support to team members by assisting in developing and delivering programmes through team work
* Actively assist in the continued development and coordination of a comprehensive Community Addiction Team
* Be aware of and adhere to all BCAT’s structured programmes policies
* Actively support team members in the delivery of the following: All SMART Meetings, Stabilisation Group, U18’s Service, and outreach work when required
* Plan such events in conjunction with team members
* Develop new ideas/programmes which respond to client need
* Assist Team/Project Leader in the evaluation of structured programmes

**Administration**

* Keep up to date accurate and appropriate electronic and written records of all contacts with the client group
* Ensure all contacts, files and records reflect BCAT’s confidentially and data protection policies
* Assist the Team Leader in the collation of statistics as required
* Promote the service of the Addiction Team to the relevant statutory, community and voluntary agencies

**General Responsibilities**

* Engage with BCAT supervisory/management structures, attending case management monthly, engaging in annual appraisal and in half-yearly performance management reviews with the Project Leader
* Continuously develop the role in conjunction with the Manager/Team/Project Leader
* Ensure all of BCAT’s service delivery policies and employer’s policies are adhered to.
* Participate in internal/external meetings, training events, staff/management planning days
* Such other appropriate and relevant tasks as may be required by the Manager/Team/Project Leaders

**The above job description is not intended to be a comprehensive 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 them from time to time and contribute to the development of the post in BCAT.**

**Person Specification**

The person specification sets out the essential qualifications, skills and abilities by the successful candidate for this post.

***Qualifications***

* Minimum of a level 7 diploma in Community Drugs Work, Addiction Studies, Social Sciences, Social Care or related field (essential)
* Accredited in CRA/ACRA(desirable)
* SMART Facilitator (desirable)

***Experience***

* Minimum of 2 years paid experience in a substance use setting (essential)
* Experience of assessment and care plan development (essential)
* Experience of working in a low threshold open access Drop In service (essential)
* Experience of inter-agency/collaborative working with other community, voluntary and statutory agencies (essential)
* Experience of facilitating groups (desirable)

***Knowledge***

* Have a thorough knowledge of drug related issues.
* Knowledge of a broad range of evidence based interventions (essential)
* Working knowledge of the complexities faced in delivering services to people with problem drug and alcohol use in challenging environments (essential)

***Desirable Criteria***

* Knowledge of the local area an advantage
* Full clean driving licence

**Other**

* Respect for the mission, values, ethos of BCAT
* The post holder must have administration capacity to discharge the functions of the post
* The post holder must be authorised to work in Ireland.
* The post holder must be personally motivated and be able to work on their own initiative
* Flexibility in terms of working hours – the post holder will be required to provide some evening hours where necessary and appropriate
* Garda vetting will apply
* The post is a part time permanent position on successful completion of a 6-month probationary period
* This position is dependent on the continuation of annual HSE funding