

Dun Laoghaire Rathdown Outreach Project: Community Employment Supervisor (Part Time) **(<https://www.activelink.ie/node/116097>)**



Dun Laoghaire Rathdown outreach Project wishes to recruit a

Community Employment Supervisor PART TIME

for our Drug Rehabilitation Scheme. This scheme is funded through the Department of Social Protection

Primary objectives of the scheme are:

- To provide persons in recovery from substance misuse issues with a programme that incorporates support and learning around rehabilitation, social and personal development, health & wellbeing, training, education and work experience opportunities.
- To facilitate progression on to further education, training and/or employment

The 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.

Person Specification

Essential: (E) Desirable: (D)

Knowledge of Post

- Knowledge of the role of the Community Employment Supervisor (E)
- Display responsibility, commitment and motivation to implement the spirit of Community Employment (E)
- Knowledge of substance use recovery / community development (E)
- Awareness of the needs of clients on a drug rehabilitation scheme (D)
- Knowledge of NDRIC Framework (D)

Work Experience

- Three year experience supervising staff (E)
- Previous experience in an administration, and/or co-ordination role (E)
- Two years previous experience working with substance misuse issues (D)
- Previous experience in a support worker role within a similar setting (D)
- Experience of developing and implementing programmes in a community based organisation (D)

Interpersonal Skills

- Must be capable of directing and motivating participants (E)
- Have good communication skills firmly aligned to the organisation's values (E)
- Competent writing skills required (E)
- Non-judgmental attitude (E)
- Awareness of importance of professional boundaries (E)
- Team work ethos (D)

Education & Training

- Major Award at 3rd Level (NFQ Level 6 or higher) in Business/Financial Administration, Training, Human Sciences, Project Management or related disciplines (E)
- ICT skills essential (e.g. MS Office) (E)
- Facilitation / group work qualification / training Qualification (D)
- 3rd level (min Level 6) Qualification in substance misuse and/or related issues including rehabilitation. (D)

To Apply

Send your CV and cover letter to Anthea Carry at manager@drop.ie (<mailto:manager@drop.ie>). Shortlisting and Garda Vetting will apply. A panel will be formed. Closing date for application is **5pm on Friday 4th July 2025**

Region

Dun Laoghaire, Co Dublin

Date Entered/Updated

9th Jun, 2025

Expiry Date

4th Jul, 2025

Attachment

[Community Employment Supervisor Job Description revised june 2025.docx](#)

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KB

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