**JOB DESCRIPTION**

**Employer**: Sligo Social Services Council CLG

**Job Title:**  Substance Misuse Worker

**Reporting to:**  Services Manager

**Location of Job:** Various Locations in County Sligo

**Hours of Work:** 35hrs per week – 9am to 5pm Monday to Friday

**Overall purpose of Job**

#### **To provide an assessment, support and outreach service in relation to substance misuse to those experiencing homelessness or at risk of homelessness in County Sligo. The role is to increase service users’ motivation to address their substance misuse, and engage with drug and alcohol services.**

**KEY RESPONSIBILITIES**

1. To be familiar with and adhere to all the Policies and Procedures of Sligo Social Services at all times.
2. Provide outreach services to those who are homeless or at risk of homelessness and experiencing alcohol or other substance issues, in order to develop relationships with them.
3. To undertake a comprehensive assessment of the needs of service users and to devise a support plan to respond to identified needs. This assessment will take account of a range of needs including but not solely
   * Substance Use
   * Housing
   * Income supports and other entitlements
   * Education, training and employment
   * Access to primary care health services
   * Access to community and other services
4. To be familiar with and ensure that the service adheres to the National Guidance for the Protection & Welfare of Children, and with the Child Protection Policy & Procedures of Sligo Social Services.
5. To be familiar with and ensure that the service adheres to the National Guidance for the Safeguarding of Vulnerable Adults, and with the Safeguarding Vulnerable Adults Policy & Procedures of Sligo Social Services.
6. Provide these service users with the skills, information, and options they need to be empowered and make informed choices about their behaviour.
7. Connect service users to drug and alcohol, housing, health, mental health and other mainstream services, through supported referrals or other appropriate means.
8. Develop networks and work collaboratively with other voluntary support services, statutory agencies and other appropriate service providers in order to identify potential service users and to provide the service users with seamless and ‘joined up’ services.
9. To be familiar with and adhere to Sligo Social Services Health & Safety Policies and Procedures and to bring relevant health and safety concerns to the attention of your Line Manager. To also adhere to the Health & Safety Statements of Family Support Service Tubbercurry and to bring relevant health and safety concerns to the attention of the Manager of the premises.
10. Contribute to the continuous improvement of the service, including safety and quality.
11. Undertake appropriate training and maintain required qualifications, licenses, certificates, etc.
12. Provide a service to engage with clients identified as having a dual diagnosis and develop and deliver services responsive to their needs.
13. Undertake other duties as reasonably requested by line manager.

**General Duties**

1. The post holder will be working from two locations i.e., Sligo Town and Tubbercurry. They may also be required to travel to other locations.
2. The role will require flexibility in working hours.
3. The role will require attendance at meetings pertinent to the work.
4. To attend and participate in regular supervision
5. To actively promote the project and ensure networking and other marketing activity is carried out as agreed
6. To maintain good relations and networking with all relevant organisations and individuals

**Administration**

1. Maintain service users case files and their security in line with Sligo Social Services policies including but not limited to Consent, Confidentiality and GDPR.
2. Maintain information for monitoring and evaluating the effectiveness and quality of care provided by the service.
3. To input and maintain all data on internal and external databases.
4. Produce reports and provide information as required to assist in the preparation of reports for internal and external publication.
5. Demonstrate initiative in delivering improved activity levels and outcomes to the organization.

This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.