# Tivoli Training Centre is Recruiting an ADULT PROJECT Worker

The Tivoli Training Centre is a Probation Service Sponsored community based organisation (CBO) located in Dun Laoghaire, Co. Dublin.

The project works with adults and youth clients referred by the Probation service.

The core aim of our programme is to address the many systemic barriers to further adult education and employment for our clients by offering a wide range of holistic education, training and skills based courses. In conjunction with these courses, we also address the causal factors for their referral to the centre through the use of evidence based, targeted individual and group intervention programmes.

The desired outcome of this combined approach is to create an opportunity to encourage active citizenship and to contribute positively to the community.

The successful candidate will be joining an organisation that is actively exploring and developing appropriate and sustainable programmes to promote active citizenship, rehabilitation capital and sustainable change for participants of the programme.

# Job Description & Role of the (Adult) Project Worker

#### The duties of the Adult Project Worker would include, but are not limited to:

* Daily supervision and training of (Adult Tivoli) Training Centre Participants
* Carrying out initial and comprehensive needs assessments with their assigned clients
  + From these assessments, supporting the implementation of a case

Management plan from which goals, objectives and actions are agreed

And reviewed on a regular basis

* Working closely with other key stakeholders, including the Probation Service, An Garda Síochána, TUSLA, DDLETB, and other agencies directly/indirectly involved in the Case Management process
* Accurately recording all client interactions, care plans and events on our client management system
* Providing reports on client activity and progress to the full team and line manager
* Role model pro-social behaviour
* Liaising with external agencies on behalf of and with our clients in order to progress their care plans
* Engaging with family members and others who could potentially support our clients in the achievement of their care plans
* Work with each client to overcome their barriers to securing appropriate employment or further education opportunities
* Attending and participating in staff training sessions and supervision as necessary
* Adhering to our internal policies and procedures and in line with our overall strategic vision

**The Project Worker will report directly to the Manager of the project**

# The Project Worker will be expected to:

* Promote the vision, values and mission of Tivoli Training Centre
* Represent Tivoli Training Centre at meetings, conferences, seminars and other events relevant to the position
* Maintain confidentiality on all matters relating to service users, ex-service users and Tivoli Training Centre business
* Adhere to Tivoli Training Centre policies, procedures and best practice
* Attend project, staff and other meetings as required
* Participate in performance reviews
* Keep accurate records in relation to all aspects of the work and prepare reports as required
* To be flexible and co-operative in work in response to organisational change, development and review of best practice
* Undertake other duties as may be requested by the project development manager

# PERSON SPECIFICATION

**The ideal Candidate will have:**

#### Essential

* A Third Level qualification in a relevant field e.g. *social care, social work, addiction, community work etc.*
* Be able to work in a positive, empathetic and non-judgmental manner
* Minimum three years’ experience working with vulnerable adult target groups such as long term unemployed, the Traveller Community ,Offenders, Drug and Alcohol users, homeless persons or persons at risk of homelessness.
* Experience of key-working and/or case management interventions

#### Desirable

* An acute awareness of personal and professional boundaries
* Proficiency in using a client management system such as e-CASS or other database systems
* Excellent written and oral communication skills
* High level of motivation to contribute to the overall vision and work ethos of the centre
* A full driving licence (B, D1)

The position will be offered on a 12 month contract basis subject to continued funding with a salary scale between € 32,500 and €35,000)dependent on relevant qualifications and experience. Garda vetting is required for this position. Please forward a covering letter and curriculum vitae and marked ‘Project Worker Position’ to Colm Folan Tivoli Training Centre, 24 Tivoli Terrace South, Dun Laoghaire, Co Dublin or [colm@tivolitrainingcentre.ie](mailto:colm@tivolitrainingcentre.ie) by 30th April

Interviews will take place week of 13/05/2024

Tivoli Training Centre is an equal opportunities employer.

Canvassing will disqualify.