**CDATF**

**Prevention Worker Job Description**

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| **Position Title:** | Prevention Officer |
| **Catchment Area of Work:** | Clondalkin Drug and Alcohol Task Force catchment area |
| **Responsible To:** | Coordinator Clondalkin Drug and Alcohol Task Force Coordinator |
| **Hours of Work:** | 35 hours per week |
| **Salary:** | CDATF Grade V  €42773-€51375 (subject to continued funding) |
| **Purpose of Role:** | To enhance the prevention work of the Clondalkin Drug and Alcohol Task Force by implementing actions from the CDATF strategic plan. |
| **Role Responsibilities.** | **General Responsibilities:**   * To be responsible for the overall development and implementation of CDATF drug prevention initiatives as directed by CDATF and in consultation with key stakeholders. * To design, develop and deliver evidence-based drug prevention training programmes within the formal and informal education sector, and voluntary, community and statutory sectors in the Clondalkin area. * To organise and support the implementation of the CDATF Education Prevention & Intervention (EPI) programme in schools. * To support locally based community, voluntary and statutory organisations in the Clondalkin area to develop and implement evidence-based prevention initiatives including brief interventions targeted at those most at risk of substance misuse. * To undertake community-led needs assessments, identify gaps and develop appropriate responses to drug and alcohol issues in collaboration with key stakeholders in the Clondalkin area. * To develop links with strategic organisations including schools, statutory, voluntary and community services. * To ensure accountability to funding bodies through the provision of reports and other material as required. * To support the wider work of the Clondalkin Drug Task Force. * To provide reports on work to CDATF Board and Coordinator as requested. * Other relevant duties as may be required.   **Communication (Internal and External)**   * Work in a multi-agency and professional manner with both internal and external stakeholders. * Develop and maintain appropriate professional relationships with service users, colleagues, and stakeholders. * Contribute to the development and implementation of information sharing. * Contribute to the development of resources and promotional materials. * Represent the organisation professionally through a variety of mediums e.g. Telephone, email, presentations.   **Recording**   * Ensure compliance with necessary recording procedures e.g. logic model plans, monthly reports, funder reporting requests. * To maintain records and submit statistics and activity data in a timely manner. * To observe professional ethical standards and behaviours as required by CDATF organisational policies and procedures. * Complete individual reports in a timely manner at an acceptable standard.   **Supervision:**   * To actively participate in line management supervision. * Agree work plan and targets with line manager. * To attend and participate in group clinical supervision as required. |
| **Qualifications/ Skills Required for Role:** | **Essential Requirements:**   * Level 7 Degree in, Addiction Studies, Social Care, or Youth Work or Community Development. * Experience delivering presentations and facilitating groupwork. * Ability to work with wide range of stakeholders.   **Desirable Requirements:**   * Minimum of 2 years’ experience working in a similar role. * Knowledge of Logic Model Planning Process * Full clean drivers’ licence. * Knowledge of the National Drugs Strategy, National Drug Rehabilitation Framework, Addiction, and Addiction Services |
| **Personal Skills/ Attributes:** | * Strong Leadership skills * Excellent communication, facilitation, and presentation skills * Ability to work on own initiative and good collaborator with excellent organizational skills. * Good standard of IT and report writing skills * Creativity & innovation * Empathy and understanding * Flexible approach to your work * Good team player |
| **Application Process:** | Please send an up-to-date C.V. and cover letter outlining the role being applied for to [admin@cdatf.ie](mailto:admin@cdatf.ie) by 3rd May 2024.  CLONDALKIN DRUG AND ALCOHOL TASK FORCE IS AN EQUAL OPPORTUNITIES EMPLOYER.  ***This job offer will be made subject to Garda Vetting.*** |