**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.
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| **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
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| **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
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| **Application Process:** | Please send an up-to-date C.V. and cover letter outlining the role being applied for to 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.***  |