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**Mid-West Regional Drugs & Alcohol Forum**

**Adult Education Pathways Development Worker**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Adult Education Pathways Development Worker** |
| **Location of Post** | The worker will be based in the MWRDAF Office, Corporate House, Mungret Street, Limerick and will have a regional remit in relation to Clare, Limerick and North Tipperary, the Mid-West. |
| **Informal Enquiries** | **Name:** Helen Ryan, Regional Co-ordinator, Mid-West Regional Drugs & Alcohol Forum  **Phone:** 061 607242 / 087 3735900  **Email:** [**helen.ryan9@hse.ie**](mailto:helen.ryan9@hse.ie)  **Name:** Rory Keane, Regional Co-ordinator, HSE Mid-West Drug & Alcohol Service  **Phone:** 061 318 633 / 087 246 4393  **Email:** [**rory.keane1@hse.ie**](mailto:rory.keane1@hse.ie) |
| **Details of Service** | The Mid-West Regional Drugs & Alcohol Forum  We were established under the National Drugs Strategy 2001 – 2008 to research, develop, implement and monitor a co-ordinated response to illicit drug use at regional level, based on evidence of what is effective.  The Forum is responsible for ensuring the development of a co-ordinated response to tackling drugs problems in counties Clare, Limerick, North Tipperary and Limerick City.  In partnership with the HSE Mid-West Drug and Alcohol Service and the members of the Forum, we are working to:   * Increase meaningful progression opportunities and champion a culture of recovery across the services and communities in the Forum area (MWRDAF Strategic Plan (2024 – 2027), this aligns with Theme 2, Action 8)   And the Recovery Worker will play a key lead and developmental role in developing a strategy to achieve this and the structures and processes to support its implementation |
| **Reporting Relationship** | The post holder will report to the Regional Co-ordinator, MWRDAF. |
| **Key Working Relationships** | The Adult Education Pathways Development Worker will take a collaborative and partnership approach with all members of the Forum, service users and their families, employers and the broader network of adult and further education/training services in the Mid-West. |
| **Purpose of the Post** | Across the continuum of services in the Mid-West we have identified the need to develop opportunities for education, training, occupation, employment and pro-social activities for those in recovery from addiction. The purpose of this post will be to enhance access and availability in these areas for service users in recovery; with a view to identifying pathways post treatment into further education, training and employment.  The development worker will be responsible for:   * Development of a strategy for recovery in the Mid-West in partnership with the Forum and key service providers in the adult education / training sector / employment sector * Planning and developing training & education programmes with a particular focus on supported re-engagement with education and training for those in recovery * Taking a case management role with service users in recovery providing guidance, and support when they are entering into adult education * Development of a Recovery College Model in the Mid-West in partnership with the Forum & service users (co-production) |
| **Principal Duties and Responsibilities**  **Principal Duties and Responsibilities (Shared)** | The position of Development Worker encompasses both managerial and administrative responsibilities within the Mid-West  **Development and Delivery**   * Develop the integrated and shared delivery of rehab and recovery initiatives and services in the Mid-West across the continuum of care, taking a case management approach with partner services in the HSE, MWRDAF/S39 funded agencies and other relevant statutory/NGOs. * Develop, research and write the Recovery Strategy in partnership with Forum Members * Identify appropriate education and training pathways * Take a lead role in relation to the development and establishment of a Recovery Academy * Implement, support, promote and, oversee, evidence-based processes appropriate to the person accessing the service that advance individual recovery pathways and quality outcomes in line with the National Drug Rehabilitation Framework. * Carry out assessments in relation to client’s recovery needs, with a particular focus on education, training, employment, identity, health & wellbeing and pro-social activity.   **Coordination and training**   * Establish and coordinate local referral pathways and promotion of the services within relevant sectors, in partnership with the Forum. * Take a leadership approach in relation to the development of new initiatives with a particular focus on co-production and developing the Recovery College approach in CHO3 and the development of education, training and vocational programmes/opportunities in CHO3 with relevant partners.   **Administration**   * Provide KPI data and reports to the Forum on a quarterly basis. * Develop and maintain professional records and correspondence as required for case work and case conference(s). * Implement service plan and business plan objectives within area of responsibility. * Ensure the efficient management and administration of area of responsibility. * Ensure deadlines are met and that service levels are maintained. * Ensure that archives and records are accurate, maintained confidentially and readily available to the appropriate authority. * Ensure line management is kept informed of issues arising. * Ensure that stakeholders are kept informed and that their views are communicated to management. * Provide administrative support for meetings and attend as required. * Maximise the use technology in ensuring that work is completed to a high standard.   **Team Working**   * To attend interagency and external meetings as and when required. * To develop effective working relationships with a variety of professionals in other agencies, health, social services and education, but also with staff and clients. * To work sensitively in creating partnerships with external agencies. * Ability to work with the team, counsellors and partner agencies to design and implement individual care plans. * To initiate and maintain effective relationships both internal and external. * To initiate and maintain effective relationships with staff and clients. * To deliver services through key working, case management and shared care   **Human Resources / Supervision of Staff**   * Supervise and ensure the well-being of staff within own remit * Participate in the recruitment, retention and development of staff including training * Manage induction and orientation of new team members * Maintain training and personnel records for all staff * Manage rostering of staff, contacting staff as required to amend rota and arrange submission of hours worked to Finance and HR departments * Create and maintain a positive working environment among staff members, which contributes to maintaining and enhancing effective working relationships * Co‐ordinate, monitor and review the work of the administrative/ support staff * Conduct regular staff meetings to keep staff informed and to hear views * Identify and agree training and development needs of team and design plan to meet needs * Manage the performance of staff, dealing with underperformance in a timely and constructive manner   **The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | Qualification:  A third level qualification in a relevant discipline (such as adult education, further  education and training) commensurate with this role and the further education sector  Experience:  Experience working in a relevant work environment ideally Adult Education/education/   * training including experience working with clients from within the Social Inclusion cohort * Experience in relation to developing and writing strategy documents * Experience and knowledge of QQI or other relevant awarding body * Experience in developing education and training programmes * Experience in relation to the adult and further education and training sectors in relation to: * ETBs/FET Sector * SOLAS * Third Level Institutions * Traineeships/Apprenticeships * Adult On Line Learning * Green Skills |
| **Post Specific Requirements** | * Understanding of recovery models in the context of addiction |
| **Other requirements specific to the post** | Demonstrate an ability to work flexibly.  Post-holders may be required to attend the service outside of their normal rostered hours to deal with matters requiring urgent attention, as necessary.  Access to appropriate transport to fulfil the requirements of the role. |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**   * Demonstrates knowledge and experience relevant to the role as per the duties & responsibilities, eligibility criteria and post specific requirements of the role. * Demonstrates knowledge and experience in relation to evidence-based responses to drug and alcohol problems, case management and key working * Demonstrates knowledge and experience in relation to evidence based, co-production informed recovery beyond the initial stages of treatment * Maximise the use of ICT, demonstrating excellent computer skills particularly Microsoft Office, Outlook etc. * Demonstrate the ability to work in line with relevant policies and procedures. * Demonstrate commitment to developing own professional knowledge and expertise.   **Planning and Managing Resources**   * Demonstrate the ability to effectively plan and manage own workload and that of others in an effective and methodical manner within strict deadlines, ensuring deadlines are met. * Prioritises effectively to manage multiple projects concurrently, structuring and re-organising own workload and that of others as needed. * Demonstrates responsibility and accountability for the timely delivery of agreed objectives.   **Commitment to a Quality Service**   * Practices and promotes a strong focus on delivering high quality customer service for internal and external customers and an awareness and appreciation of the service user. * Proactively identifies areas for improvement and develops practical solutions for their implementation. * Embraces and promotes the change agenda, supporting others through change and effectively seeing it through. * Demonstrate flexibility and initiative during challenging times and an ability to persevere despite setbacks.   **Evaluating Information, Problem Solving & Decision Making**   * Demonstrate numeracy skills, an ability to analyse and evaluate information, considering a range of critical factors in making effective decisions. Recognises when it is appropriate to refer decisions to a higher level of management. * Demonstrate initiative in the resolution of complex issues / problem solving and proactively develop new proposals and recommend solutions. * Ability to make sound decisions with a well-reasoned rationale and to stand by these as appropriate.   **Team working**   * Demonstrate an ability to work as part of the team in establishing a shared sense of purpose and unity. * The ability to work with the team to facilitate high performance, developing clear and realistic objectives. * Demonstrates leadership; creating a team spirit, leading by example, coaching and supporting individuals to facilitate high performance and staff development. * Demonstrate a commitment to promoting a culture of involvement and consultation within the team, welcoming contributions from others.   **Communications & Interpersonal Skills**   * Demonstrate excellent communication and interpersonal skills including the ability to present information in a clear, concise and confident manner (verbally and written). * Demonstrate the ability to influence people and events and the ability to build and maintain relationships with a variety of stakeholders to assist in performing the role. * Demonstrate commitment to regular two-way communication across functions and levels, ensuring that messages are clearly understood. |