

**Position: Community Employment Supervisor & Drugs Rehabilitation Worker**

**Location:** Casadh, 45 Crumlin Road Dublin 12
**Type:** Full-time (39 hrs/week)
**Reporting to:** Manager, Casadh

**1. Job Purpose**

To supervise and coordinate as part Casadh's Community Employment (CE) scheme team and provide dedicated rehabilitative support for clients in recovery from substance use. This role integrates administrative, supervisory, and therapeutic responsibilities.

**2. Key Responsibilities**

**A. Programme Coordination & Participant Support**

* Manage and support a caseload of CE participants, particularly those engaged in recovery.
* Implement one-to-one and group interventions aligned with clients’ care plans, incorporating best-practice addiction frameworks (e.g., National Drugs Rehabilitation Framework).
* Develop, review, and implement Individual Learner Plans (ILPs) linked to vocational and educational goals, in accordance with DSP guidelines.
* Coordinate internal and external work placements and training opportunities, ensuring they align with participants’ ILPs and recovery timelines

**B. Administration & Compliance**

* Oversee financial aspects of the CE programme, including wage payments, grants, petty cash, and DSP reporting
* Maintain accurate participant records via ILP, eCASS, and other DSP systems
* Report regularly to the Manager on progress, attendance, outcomes, and financial compliance

**C. Supervision & Team Engagement**

* Provide day-to-day supervision and oversight of participants.
* Facilitate participant recruitment, induction, performance management, and exit planning (including 4-month post-exit follow-up)
* Coordinate with educational, training, referral, and therapeutic partners, including local DSP offices,
* SICDATF, Pathways, and others
* Participate in staff debriefings, team meetings, and continuous professional development initiatives.

**D. Health, Safety & Quality**

* Ensure CE activities comply with health and safety legislation and organisational policies
* Lead quality improvement processes, including monitoring, evaluation, and internal audits .

**3. Person Specification**

**Essential Qualifications**

* **Addiction Studies** – Minimum NFQ Level 6 (diploma) or equivalent qualification
* **CE Supervision Experience** – At least 2–3 years in a CE supervisor or equivalent role
* **Rehabilitation Knowledge** – Familiarity with National Drug Rehabilitation Frameworks and addiction recovery service delivery.
* **Administrative Skills** – Proficient in financial record-keeping, ILP management, DSP compliance, and ICT systems (MS Office, eCASS) **Essential Experience**
* Supervising vulnerable participants, including key-working and group facilitation in therapeutic/recovery settings.
* Liaising with external agencies (DSP, task forces, probation services, treatment providers).
* Coaching, mentoring, and motivational support for individuals in addiction recovery .

**Key Competencies**

* Excellent communication and interpersonal skills; adept at forming trusting relationships with participants, colleagues, and stakeholders.
* Strong organisational and time-management abilities; capable of managing multiple priorities.
* Confidence in report-writing and delivering presentations to funders and committees.
* Ability to work both independently and collaboratively within a multidisciplinary team.

**4. Salary & Benefits**

* Salary: Aligned with DSP CE Supervisor Scale, commencing at Point 1. €34,942.44. Although in the case of a person already employed as a CE supervisor being the successful candidate the would receive there current rate of pay.
* 39 hours per week standard full-time role.
* Access to staff support, CISM (Critical Incident Stress Management), and Employee Assistance services.

**5. Application Process**

Applicants should submit a CV and cover letter outlining their suitability, qualifications, and experience to Matt Larkin Manager at Casadh by July 31st . Garda vetting will be required for the successful candidate.

Closing date July 31st

**6. Casadh Commitment**

Casadh is dedicated to supporting individuals on their journey to recovery and reintegration. We offer a supportive, inclusive work environment and value the contributions of all team members in achieving our mission.