**NORTH WEST INNER CITY TRAINING & DEVELOPMENT PROJECT CLG**

***Macro Community Resource Centre, 1 Green Street, Dublin 7, D07 X6NR***

**Drug & Alcohol Project Worker Job Description**

1. To assist in the development of a comprehensive rehabilitation programme in conjunction with management, staff and other agencies as required.
2. To support and identify the needs of the service users.
3. To facilitate and assist in the daily running of the programme which will include groupwork and developing programmes for service users.
4. To develop in conjunction with the team and services users, individual care plans.
5. To produce quarterly service user reviews in accordance with project standards.
6. To engage in individual key working and case management.
7. To develop support structures including external ones and ensure that they are in place for the service users.
8. To keep records and observe professional standards in respect of ethics consistent with professional accreditation bodies as well as ensuring confidentiality of records and security of same in line with GDPR and data protection policies.
9. To advocate and negotiate on behalf of the service users where appropriate.
10. To participate in initiatives to improve the quality of the service
11. To liaise with the management and staff in the smooth running of the project.
12. To engage in service training and appropriate external training, reviews and evaluations.
13. To undertake from time to time other project work as agreed with the management and staff of the project
14. This position is 39 hours per week
15. Time in lieu for working or training outside normal working hours will be given, at times the working week may include weekends and evening