

## **Torc Community & Family Resource Centre: Migrant Health Drug & Alcohol Worker (<https://www.activelink.ie/node/111766>)**

### **Job Title: Migrant Health Drug & Alcohol Worker**

**Employer:** Torc Community & Family Resource Centre CLG (Seconded to HSE Southern Region Drugs Task Force)

**Location:** Tralee, with outreach to Direct Provision Centres throughout Kerry

**Responsible to:** Manager and Board of Management

**Hours of Work:** Full-time (35 hours/week); The hours of work will be 9am to 5pm Monday to Friday unless otherwise agreed upon by the Manager. You may be required to work some unsocial hours including evenings and weekends for which overtime will not be paid but time off in lieu will be granted.

**Holidays:** You are entitled 25 (pro-rata for part-time positions)

**Term:** Permanent (subject to continued funding)

**Probationary Period:** 6 months with mid-term review and appraisal at 3

**Garda Vetting:** The position is subject to the completion of a satisfactory Garda Vetting Process.

**Geographical Area** The geographical area of operation for this role is Kerry, you may be required to attend meetings in Cork.

**Secondment** This role will be seconded for day-to-day line management to the HSE & Southern Regional Drug & Alcohol Task Force (HSE SRDATF)

---

## **Job Description**

### **Key Areas of Work**

#### **Migrant Health Drug & Alcohol Worker**

- To engage with and build a professional trusting relationship with service users treating them with dignity and respect.
- The migrant health drug & alcohol worker will engage effectively with service users, complete assessments, provide key working & case management, work collaboratively developing individual treatment plans, implementing those treatment plans and providing onward referral working within the Four Tier Model of treatment.
- Ensure clients are consulted and involved in the planning and implementation of their care plan.
- To provide a comprehensive assessment, develop care plans, provide out-patient treatment and after care support for people within direct provision.
- To work effectively with service users to accelerate their progress in recovery by providing greater focus and awareness of choices, actions, strengths and responsibilities.
- To participate in a Care and Case Management model e.g. assessment, key working, care planning, transfer of files and sharing of information internally and facilitating handovers through linking with services from the four tier system to assist service users to progress towards independent living, implementing, reviewing the support plan and populating of outcomes.
- To provide a strength-based approach to utilise the values, assets, strengths of service users, to deepen their learning and improve the overall quality of the service user's life.
- To engage with service users regarding the formulation, implementation and evaluation of treatment and of their relapse prevention programmes. To ensure service users are consulted and involved in the planning and implementation of their care plan and aftercare plan.
- To facilitate the development and implementation of integrated relapse prevention care plans which have been collaboratively developed for each individual.
- Sustaining contact through weekly/monthly meetings to review the care plan and its progress.
- To prepare reports, statistics and other information as required by the funder, to adhere to good record keeping guidelines and carry out administrative procedures in accordance with organisation policies.
- To perform as a full team member supporting colleagues, participating in effective handovers and communicating

promptly in order to ensure effective working relationships and to attend internal/ external meetings such as service user review, team meetings, working groups and planning days.

- To work in line with policy to achieve the organisational strategy and to contribute to policy development as part of the clinical team.
- Ensure compliance with organisation policies to ensure consistent delivery of service and maintenance of quality standards in an alcohol and drug free environment.
- Participate in the organisational policy of support and supervision and performance review, contributing to the identification of own job related targets and training needs.
- To be a key participant in the induction and ongoing training of new staff, volunteers, Flexi, graduates, student placements and community employment participants.
- To ensure that a welcoming and friendly environment is maintained ensuring all rooms are prepared for service user arrival.

The duties and responsibilities of the position are not definitive or restrictive and can be modified to ensure successful operation of the service.

## **General**

- Document the work on an on-going basis and prepare regular work / progress reports for the Voluntary Board of Directors and the Manager of Torc CFRC &/or HSE SRDATF.
- Participate in all relevant training.
- Any other tasks that may be assigned by your line Manager.
- Promote a positive profile of Torc CFRC and/or HSE SRDATF and its work.
- Commitment to the purpose of Torc CFRC and/or HSE SRDATF and to work within the values, policies and procedures of the organisation and in the context of current legislation and regulations.
- To participate in supervision and appraisals with your line manager.
- To show flexibility in relation to hours of attendance to meeting the needs of the work.
- To work as part of a team and have a flexible approach to the work in response to organisational change, development and review of best practice.
- Advise your line Manager of all matters requiring his/her/their attention.
- Maintain required data for reporting purposes, provide quarterly and annual data and written reports as required and under the supervision of the Manager submit data in database.
- To undertake your work in a manner that is friendly, flexible, respectful and professional.
- Adhere to ALL policies and procedures of of Torc CFRC and/or HSE SRDATF, including Child Protection, Health & Safety and Confidentiality.

## **Other Relevant Information**

### **Accountability**

Migrant Health Drug & Alcohol Worker will be responsible to the Voluntary Board of Management through the Manager of Torc CFRC and also to the line manager appointed to manage this role for the HSE & Southern Regional Drug & Alcohol Task Force

### **Confidentiality**

Keep strictly confidential any personal information regarding all service users, their families and/or other circumstances that the Worker learns as part of their day-to-day job. In the interest of the safety the Worker must inform the Manager of any relevant information regarding any safety concerns that relate to the operation of the Centre or a service user attending the Centre.

### **Salary**

The salary will be commensurate with qualifications and experience and will not be less than €42,000 per annum pro rata and is subject to continued funding.

### **Holidays**

You are entitled to 25 annual leave (pro-rata for part-time positions)

### **Travel Expenses**

Travel expenses will be paid, and subsistence will be paid on production of receipts as per travel expense policy. Travel & Subsistence will be paid at HSE rates.

## **To Apply:**

The email address for applications is [recruitment@torccfrc.ie](mailto:recruitment@torccfrc.ie) (<mailto:recruitment@torccfrc.ie>)

The postal address for applications is:  
Torc Community & Family Resource Centre,  
Ballyspillane,  
Killarney,  
Co. Kerry.  
V93FD1H

**Closing date for applications:** November 20th 2024

**Region**

Tralee, Co Kerry

**Date Entered/Updated**

25th Oct, 2024

**Expiry Date**

20th Nov, 2024

---

**Source URL:** <https://www.activelink.ie/vacancies/community/111766-torc-community-family-resource-centre-migrant-health-drug-alcohol-worker>