

Coolmine Therapeutic Community: Senior Project Worker (Community Services) - EDIT Hub **(<https://www.activelink.ie/node/111894>)**



Job Title: Senior Project Worker (Community Services)

Locations: EDIT Hub in Edenmore Shopping Centre Raheny, Dublin 05

Reports to: Team Leader

Hours: 35 hours per week. Some out of hours work may be required.

Fixed Term Permanent

Salary: €38,500

Purpose: The Senior Project Worker will be responsible for the day-to-day delivery of service within the Hub. With the support of the Team Leader, they will also ensure the delivery of a quality service to clients that meets organizational standards and targets & will line manage the Project Workers and Admin staff within the hub.

Contact Email: Dylan.Murphy@coolminetc.ie (<mailto:Dylan.Murphy@coolminetc.ie>)

Application Ref. CTC/HR/DUB/SPW/1124/EDIT

Coolmine is a leading drug and alcohol treatment centre providing community, day and residential services to men and women with problematic substance use and their families in Ireland established since 1973. Coolmine Therapeutic Community believes that everyone should have the opportunity to overcome addiction and lead a fulfilled and productive life.

Role Responsibilities: (Include, but not limited to)

- Carry out all assigned Project worker responsibilities as per performance appraisal including case management and group facilitation.
- To ensure all Project Workers and Admin Staff have a performance agreement in place that is reviewed twice per year. SPW'S will be responsible, with the support of the Team Leader, for creating and implementing training/development plans for Project Workers and ensuring they are achieved.
- Provide leadership and line management to the Staff in the Hub. This includes line supervision and chairing weekly Team Meetings to ensure equal distribution of case workload amongst the team.
- To ensure that all administrative duties are carried out in accordance with the required timelines and procedures and that all are processed and updated in Strandum and Ecass.
- Lead and work as part of the team with regular and consistent communication, chairing weekly team meetings and supporting the vision and values of Coolmine.
- Reports to the Team Leader for individual support, supervision, performance appraisal, client case review and working within the parameters of the Coolmine HR policies and procedures.
- To work closely with the Team Leader and within the policies of Coolmine Therapeutic Community in order to ensure that a consistent delivery of service, quality standards and best practice are adhered to at all times.
- To be actively engaged in continued personal and professional development and participate in relevant training and development courses as agreed with Team Leader
- To comply with all Health and Safety regulations and standard operating procedures relating to fire procedures, maintenance, critical incidents, safety for staff, etc. to ensure the effective safety and well-being of all clients and staff.

Person Specification

Education

- Third Level qualification in Counselling/ Addiction studies or related field, Minimum of QQI Level 7 Diploma.

Mandatory

- Two years' experience working within the drug and alcohol field.
- Experience of working directly with service users.
- Experience of the implementation and evaluation of care planning.
- Experience in providing statistics and reports.

Desirable

- Experience in Line Management Supervision and Performance Appraisal.
- Experience of group facilitation.
- Experience of work in, or knowledge of, the Therapeutic Community model

Knowledge & Skills

- High Performing Project Worker as per Performance Appraisal
- Excellent Record Keeping
- Role Model the vision and values of Coolmine.
- Can understand the dynamics and interface between the individual and the community.
- Can effectively implement work plans
- Can ensure confidentiality of records and security of same
- Have a "can do" attitude and a positive solution focused approach to problem solving and conflict resolution
- Strong Leadership Skills
- Skills to motivate and develop staff to deliver quality service
- Excellent communication and listening skills.
- Is clear and explicit about professional and personal boundaries.
- Clear written communication skills
- Uses assertive behaviour, demonstrating dignity and respect for self and others at all times.
- Capacity to work effectively under pressure

Competences Required

- Strong interpersonal skills
- Clear written and verbal communication skills
- Strong Leadership Skills
- Skills to motivate and develop staff to deliver quality service.
- Capacity to work effectively under pressure.
- Committed to meeting the needs of excluded and marginalised people.
- Ability to manage change and be responsive to evolving organisational change.
- Solution focused.

Application Process:

Interested candidates who meet the Person Specification requirements should send their CV & cover letter to Dylan Murphy, HR Administrator on Dylan.Murphy@coolminetc.ie (mailto:Dylan.Murphy@coolminetc.ie)

Please quote the application reference number CTC/HR/DUB/SPW/1124/EOI

The closing date for applications is **Wednesday the 13th of November 2024**

Coolmine Therapeutic Community is an equal opportunities employer.

Region

Dublin 5

Date Entered/Updated

31st Oct, 2024

Expiry Date

13th Nov, 2024

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