

Merchant's Quay Ireland: Treatment and Rehabilitation Coordinator (<https://www.activelink.ie/node/114682>)



Job Title: Treatment and Rehabilitation Coordinator

Objective: Co-ordination and Delivery of the Treatment and Recovery Programme (TARP) in the Irish Prison Service (IPS)

Report to: MQI IPS Addiction Services Manager

Place of Work: Mountjoy Prison (some travel)

Working Hours: Full time (39 hours per week)

Contract: Permanent (following 6-month probationary period)

Merchant's Quay Ireland (MQI) is seeking a qualified, experienced and dynamic leader to coordinate and lead the delivery of the Treatment and Rehabilitation Programme (TARP) in the Irish Prison Service. The successful candidate will have an excellent understanding of delivering addiction supports in either a community or residential setting, be highly organized and capable of running an effective programme. This role requires an individual who can drive continuous service improvement and ensure that policies and protocols are consistently followed to provide the highest quality care.

We are looking for candidates who work in a collaborative manner, have experience leading teams and have a strong social conscience, with a genuine passion for making a difference in this field. If you meet these criteria and are motivated to have a meaningful impact, we encourage you to apply.

Role Summary

MQI provides therapeutic drug treatment within the Irish Prison Service (IPS) across the prison network. This includes the provision of Addiction Counsellors, Project Workers and the delivery of a Treatment and Recovery Programme (TARP). TARP is an eight-week programme for up to 9 participants per cycle, incorporating elements of a residential treatment programme, where participants are drug-free, occupy a self-contained sterile environment and engage in a range of groups and activities which include a psychoeducational, therapeutic and life skills focus. MQI in partnership with the IPS have recently completed an external evaluation of the TARP and are seeking a suitably qualified professional to lead the delivery of the revised programme.

Main Responsibilities

1. Service Delivery

- Take operational responsibility for the co-ordination and delivery of the TARP ensuring evidence-based session plans are in place for all elements of the programme.
- Oversee the delivery of pre-entry and post completion groups ensuring that TARP is integrated into the continuum of care for people in the prison system.
- Liaise with external organisations and guest speakers who may deliver specific elements of the programme, ensuring that it meets the needs of participants.
- Represent the needs of the programme at all relevant multi-disciplinary groups within the prison including any pre-entry assessment groups.
- Ensure that assessments are carried out for all people in the prison system who are identified as requiring support related to their substance use and that comprehensive care-plans are created, reviewed, and followed, with regular

- monitoring of progress.
- Create and maintain working relationships with the prison management team ensuring collaborative service delivery.
- Lead the ongoing development of the TARP programme, identifying areas for improvement and implementing necessary changes.
- Maintain clear and accurate records of the delivery of the programme including regular feedback from participants.
- Compile and submit reports, including monthly and quarterly updates, and any ad hoc data requests.
- When necessary, deliver elements of the programme directly to the group to ensure there are no gaps in programme delivery.
- Co-ordinate both participant induction onto the programme and programme graduation.

2. Staffing

- Provide supervision to Project Workers, ensuring they have the support needed to implement policies and protocols effectively.
- With the support of the MQI Addiction Service Manager, ensure staff induction, ongoing training, and performance management aligns with service needs and national quality standards.
- Assess training and development needs, supporting staff to meet these needs through tailored development plans.
- Collaborate in recruitment and staffing decisions, ensuring that staffing levels and competencies meet the service's operational needs.
- Foster a collaborative team environment that supports the organization's ethos and delivers services to a high standard.

3. The Building and Environment

- Ensure that the health and safety and security standards are adhered to, conducting regular risk assessments and acting on any corrective measures.
- Liaise with prison management to ensure the TARP facilities are maintained to a high standard and all equipment is properly managed.
- Review and implement action plans based on health and safety audits and risk assessments.

4. Teamwork and Service Integration

- Facilitate teamwork and communication to ensure that policies and protocols are consistently implemented and followed across all service areas.
- Ensure team adherence to Service Level Agreements (SLAs), promoting consistent and effective delivery of the TARP programme.
- Support a culture of continuous improvement and maintain high standards of service within the team, regularly reviewing practices.
- Ensure that the TARP programme is closely aligned and integrated with any other MQI services, particularly the Addiction Counselling service within the prison network.

5. General Responsibilities

- Stay informed on best practices, legislation, and quality standards relevant to the delivery of addiction supports within a prison setting
- Collaborate with MQI and IPS senior management to ensure the strategic goals and operational targets of the TARP programme are met.
- Maintain up-to-date records and ensure the CRM system and other administrative tools are utilized effectively.
- Represent the service at internal and external meetings, contributing to discussions on quality, policy, and programme delivery improvements.
- Ensure that all staff and team members comply with the organization's policies, particularly regarding health & safety, security HR, and confidentiality.
- Participate in professional development activities and organizational initiatives as required.

These duties are a guide to the general range of responsibilities and are neither definitive nor restrictive. From time-to-time, the post-holder may need to undertake other duties commensurate with the post, as designated by the MQI IPS Addiction Services Manager.

Skills / Professional Qualities- Essential

- 3rd Level Qualification in Addiction or related discipline
- Experience delivering quality, evidence-based addiction services
- Ability to lead a team
- Excellent IT skills
- Excellent interpersonal and communication skills
- Excellent organisational skills
- Full clean driving license

Management / Personal Qualities- Essential

- Proven Ability to lead and deliver programmes
- Ability to work as a member of the MQI Team
- Reliability, integrity and ability to maintain confidentiality

Experience – Desirable

- Knowledge of the prison system
- Knowledge of working with marginalised groups in a trauma informed way

If you are interested in applying please click the link below

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Closing date: 16th April 2025

Region

Dublin

Date Entered/Updated

26th Mar, 2025

Expiry Date

16th Apr, 2025

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