

## **Merchants Quay Ireland: CE Drugs Rehabilitation Supervisor - Midlands (<https://www.activelink.ie/node/114985>)**



### **CE Drugs Rehabilitation Supervisor, Midlands Drug and Alcohol Treatment Service (DATS)**

**Responsible to:** Community Employment Sponsoring Committee

**Responsible for:** Ensuring the effective and efficient delivery of the CE Drug Rehabilitation scheme in relation to the management and co-ordination of the CE participants, and the financial and material resources of the CE Scheme.

**Report to:** Service Manager and Sponsoring Committee

**Objective:** The overall objective of the Drug Rehabilitation Community Employment Scheme is to provide training and development opportunities for people working towards recovery from substance use to re-engage them into active community and working life.

### **Administration**

- Ensure the provision of an efficient financial and accounting system in line with CE corporate governance requirements as directed by the Service Manager/Finance Department/Sponsoring Organisation
- Ensure that financial returns i.e. wages claims, materials claims, and participant development grant claims meet the standard as laid down by DSP
- Ensure the implementation of systems controlling the operation of all finances e.g. cheque payments book, petty cash system, debtors, creditors and participant's payroll, bank account and PRSI returns as directed by the Service Manager/Finance Department/Sponsoring Organisation
- Ensure payment of participants allowances
- Liaise with the local DSP Office as required
- Ensure the security of equipment on the scheme as directed by the Service Manager/Sponsoring Organisation
- Install and manage an effective time keeping record system for participants on the scheme
- Liaise with relevant treatment and recovery support services as required
- To work in collaboration with the service supports to maintain participant stability and reduce potential relapse
- liaise with local businesses to secure and maintain positive work experience placements
- To be responsible for the preparation of reports, statistics and other information that is required by the Service Manager/Sponsor Organisation and Executive Team

### **Training & Development of CE Participants**

- Carry out an identification of learner needs including compensatory education, with each participant as part of the Individual Learner Plan (ILP) process
- Liaise with related support services to ensure alignment of the ILP with the participant's care plan for training and development purposes
- Identify appropriate training providers by sourcing and co-ordinating cost-effective training/development opportunities to meet the training needs identified in participants Individual Learning Plans (ILPs) and Support Plans, in line with DSP procurement guidelines (Reference CE Procedures Manual)
- Prepare an Individual Learner Plan for each participant for submission to DSP for approval in accordance with CE procedures
- Provide access to vocational training and recognised qualifications including working towards a Major Award on the National Framework of Qualifications (NFQ) or an industry related equivalent
- Maintain and update training records for each participant on the scheme as part of their Individual Learner Plans
- Monitor and review training inputs with all participants
- Plan and organise work placements – internal and external as required

- Implement job search and employment related activities with participants
- Report on ILP developments to the Service Manager/Sponsoring Organisation
- Ensure the participant outcomes contained in the approved CE Application are achieved
- Fully participate in training provided by the Sponsor Organisation and the DSP
- Establish and deliver structured group-work and activity-based sessions

## Human Resources

- Implement the CE Recruitment process as put in place by DSP/Sponsoring Organisation
- Ensure the DSP referral procedures are in place for each participant
- Plan and coordinate the induction process and ensure contracts of employment are in place for all participants
- Communicate effectively with all participants on the scheme using one-to-one, group sessions, and team meetings
- Develop a mutual understanding with participants in relation to their needs for rehabilitation and recovery, including their on-going treatment interventions from MQI DATS and other support services
- Work with participants to develop long-term career and progression plans
- Address disciplinary matters in relation to participants in accordance with the CE Procedures Manual/MQI and Sponsoring Organisations policies and procedures
- Develop an exit plan with each participant identifying follow-up and after-care supports as required
- Manage the staff resources of the scheme as required
- Communicate effectively with all participants on the scheme i.e. team meetings, formal and informal one-to-one meetings and group sessions
- Follow-up and report on participants for up to 4 months on exit from CE
- Report to Services Manager for individual support, supervisions, performance appraisals, working within the parameters of the MQI/Sponsoring Organisations Policies and Procedures.
- Report to the Sponsoring Organisation
- Work in accordance with DSP/Sponsoring Organisations Garda Vetting policies and procedures

## Financial Monitoring and Programme and Training Monitoring

- Ensure the CE scheme is compliant with financial, programme and training monitoring requirements as detailed in the CE Procedures Manual

## Scheme Management

- Ensure a safe and healthy environment for participants, both in terms of facilities and work practices
- Work within the MQI/Sponsoring Organisations policies and procedures
- Work within the National Drugs Rehabilitation Framework
- Ensure Health and Safety legislation is fully implemented and work with MQI/Sponsoring Health and Safety Policies and Procedures
- Ensure the work experience placements approved are in line with the CE application and participant's ILP
- Supervise, schedule and management of the CE participants
- Fully participate in all training and development opportunities provided by the Sponsor Organisation and DSP as required for the post
- Carry out any other function relevant to the position of a Community Employment Supervisor as indicated by Service Manager and Sponsor Organisation

## CE Participants Support/Progression

- Ensure that the progression targets approved in the CE Scheme Application Form are met
- Provide participants with training and education options which support their personal and vocational development
- Implement progression options as identified in the ILP, including job search activities and develop an exit plan for participants
- Work with local employers to place people in work experience/employment
- Develop a database of employers

## Person Specification

### The ideal candidate for this position will have:

Essential:

- A solid understanding of the role of the Community Employment Supervisor as it pertains to project management and programme delivery to participants in rehabilitation and who present as long-term unemployed or vulnerable adults
- Display responsibility, commitment, and motivation to implement the objectives of the Community Employment Drug Rehabilitation Programme
- Demonstrate knowledge of addiction and rehabilitation support services
- Demonstrate an understanding of the range of programmes and courses available to unemployed and vulnerable adults
- Be familiar with the DSP Referral procedures for CE participants
- Have an overview of the National Drug Rehabilitation Framework and the role of CE in supporting recovery from substance use

Desired but not required

- Experience of addiction issues and working with clients towards rehabilitation/recovery
- Competent report writing skills
- Experience of working with vulnerable individuals and jobseekers
- Capable of directing, motivating, coaching, and mentoring jobseekers
- Ability to work under the direction of the Service Manager/Sponsoring Organisation for the effective implementation of the CE Programme in line with the CE Procedures Manual
- Excellent communication and interpersonal skills
- Excellent time management, planning and organisational skills
- Must be proficient in Microsoft Office applications
- Be able to work part of a multi-disciplinary team
- Have a good knowledge of community activities and work

Desired:

- Previous supervisory and people management experience relevant to the post (3 years minimum) - Desired but not required
- Previous experience in Business, Financial, Administration, Training, Human Resources, Project Management or a related discipline

**Location:** Tullamore, Offaly

**Contract Type:** Fixed Term Contract 12 months, this is a DSP funded project.

**Hours:** 39 hours (9:00am to 5:30pm Monday to Friday)

**Salary:** CE Supervisor will commence at Point 1 of the DSP scale.

**Closing Date:** 30th of April

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**Region**

Tullamore, Co Offaly

**Date Entered/Updated**

9th Apr, 2025

**Expiry Date**

30th Apr, 2025

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