

Community Lynks Project: Community Employment Supervisor **(<https://www.activelink.ie/node/114988>)**

COMMUNITY LYNKS PROJECT
OBLATE HALL
INCHICORE
DUBLIN 8

CE SUPERVISOR DRUG REHAB PROJECT

We are a Drug rehab community employment project working with people who are drug and alcohol free.

Objective: The overall objective of the Drug Rehabilitation Community Employment Scheme is to provide training and development opportunities for people who are 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 Sponsoring Organisation
- Ensure that financial returns i.e. wage 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 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 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 Sponsor Organisation.

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
- Previous supervisory and people management experience relevant to the post (3 years minimum)
- Previous experience in Business, Financial, Administration, Training, Human Resources, Project Management or a related discipline

Apply by email to: Paula Gately: paula.gately@lynksproject.ie

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Closing date: **18th April 2025**

Region

Dublin 8

Date Entered/Updated

9th Apr, 2025

Expiry Date

18th Apr, 2025

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