



<b>Title</b>	<b>Project Officer with the Ballyfermot Local Drug and Alcohol Task Force</b>
<b>Status</b>	<b>Permanent Subject to probation</b>
<b>Location</b>	<b>Ballyfermot LDATF region working as part of the Liffey Partnership Staff team</b>
<b>Reporting to</b>	<b>LP Chief Executive Officer</b>
<b>Working Hours, Salary and Holidays</b>	<b>35 Hours per week (28-hour week will be considered) LP Officer Level 2 scale starting point circa €40-45K Holidays starting at 24 days PA rising to 27 Days.</b>
<b>Note</b>	<b>This post is hosted by the Liffey Area Partnership CLG.</b>

### Role Description

**Role Purpose** - The person will be working with the Ballyfermot Local Drug and Alcohol Task Force (BLDATF) to strengthen the implementation of its activities across the TF region, to support the BLDATF develop new programmes as well as support the role out of its existing programmes.

**Reporting** The Project Officer will report on a day-to-day basis to the CEO of the Liffey Area Partnership and their work will be informed by the Coordinator of the Ballyfermot Local Drug and Alcohol Task Force, they work will collaboratively with the BLDATF and its subgroups.

**Duties of the Role** - The individual will work closely with the TF and mainstream funded projects across the BLDATF region and other services across the Four Tier Model of drug and alcohol treatment and rehabilitation services. The successful candidate will play a key role in the implementation of case management processes across the continuum of care within the BLDATF region, as well as playing an important role in the community on behalf of the BLDATF. The individual will engage with the relevant inter-agency networks within the TF area.

#### National Drugs Rehabilitation Framework

- Take a lead role in the implementation of the National Drugs Rehabilitation Framework (NDRF) at a local level and adapt to any amendments in policy that occur.
- Oversee the embedding of case management processes at a local level in line with national strategy.
- Identifying, organising and delivering training as needed across the region.
- Managing the gaps and blocks process locally, in partnership with the BLDATF
- Supporting the monitoring and review of case management processes, including reporting systems, across the region.
- Participate on relevant networks as required

#### Development

- Take a lead role in the role out of the recommendations of local research.
- Conduct research and mapping exercises as required by the BLDATF.

- Work closely with the BLDATF and its subgroups to identify areas for development in line with the overall work plan for the region.
- Provide support to the TF and mainstream funded projects with inter-agency initiatives.
- Support the BLDATF enhance its community representation, service user input and support other subgroups as required by the BLDATF.

### **BLDATF Programmes**

#### **Programmes**

- Deliver and coordinate the Community Addiction Studies Course (QQI 5) on behalf of the BLDATF in line with the requirements of the accrediting body.
- Support the BLDATF in delivery of the various public information and publicity initiatives throughout the year.
- Support the local work for the Drug Related Intimidation and Violence Engagement (DRIVE) initiative.

### **Communication**

- Coordinate the production of the BLDATF community wide newsletter in collaboration with the BLDATF, its subgroups and key stakeholders.
- Develop relevant materials for the BLDATF website in collaboration with the BLDATF, its subgroups and key stakeholders.
- Develop and manage the BLDATF social media and website.

### **Liffey Area Partnership**

- Prepare progress reports as required
- Participate in LP facilitated staff training and development events

### **Person Specification**

*Each candidate must possess the requisite knowledge and ability (including a high standard of suitability) for the proper discharge of the duties of the post.*

*If being processed for appointment, original documentation will be sought for all qualification requirements for the post.*

#### **Qualifications**

##### *Essential*

- Possess minimum QQI level 7 award in a relevant human science discipline; health; social care profession or related discipline.

And

- Have not less than 2 years satisfactory experience working within a social/community/homeless/substance misuse rehabilitation/family support service.

### **Knowledge, skills and competencies**

- Demonstrate a clear understanding of the NDRF and the 4 Tier Model of drug and alcohol treatment and rehabilitation services.
- Demonstrate an understanding of the national policy guiding the work of Local Drug and Alcohol Task Forces.
- Demonstrate an understanding of community development principles.
- Proficient in Microsoft Office package.
- Excellent communication skills both written and verbal.

- Research skills.
- Report writing skills.
- Demonstrate an ability to work independently on his or her own intuitive as well as part of a team.
- Demonstrates an understanding of the various models of intervention used in drug and alcohol treatment and rehabilitation service settings.
- Demonstrates an understanding of the role of family as well as the individual within a substance misuse rehabilitation service setting.
- Group facilitation and/or delivering training.
- Demonstrates a clear ability to manage multiple tasks/initiatives.
- Time management skills.
- Proficient in Microsoft Office package.
- Excellent communication skills both written and verbal.
- Demonstrate an ability to work independently on his or her own intuitive as well as part of a team.
- Time management skills.

<b>Key Skills</b>		
Candidates will be shortlisted on the basis of illustrating in their application that they fulfil the following criteria. Examples that demonstrate the ability to fulfil the criteria should be included as well as the above competencies.		
	<b>Essential</b>	<b>Desirable</b>
<b>Education/ Qualifications:</b>		
• Educated to Degree Level	✓	
• Willingness to undertake professional development	✓	
<b>Knowledge/skills:</b>		
• Demonstrate a clear understanding of the NDRF and the 4 Tier Model of substance misuse rehabilitation and treatment services.	✓	
• Demonstrate an understanding of the national policy guiding the work of Local Drug and Alcohol Task Forces	✓	
• Demonstrates an understanding of the various models of intervention used within substance misuse rehabilitation service settings.	✓	
• Demonstrate an understanding of community development principles.	✓	
• Demonstrates an understanding of the role of family as well as the individual within a substance misuse rehabilitation service setting.	✓	
• Problem solving	✓	
• Influencing and negotiation skills	✓	
• Communication skills –verbal and written, report writing, presentation	✓	
• Group facilitation and/or delivering training		✓

<ul style="list-style-type: none"> <li>To plan and organise at organisation and personal level</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Demonstrates a clear ability to manage multiple tasks/initiatives.</li> </ul>		✓
<b>Experience:</b>		
A minimum of 2 years PQE		
<ul style="list-style-type: none"> <li>Experience of Local Drug and Alcohol Task Force Structures</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience of development of new programmes</li> </ul>	✓	