

**Project Worker**

***South Kerry Community Drugs & Alcohol Pilot Project***

**Job Description**

KDYS is the leading youth organisation in South West Ireland as affirmed by the Council of Europe awarding the Quality Label for Youth Centres to our Killarney headquarters. We provide a range of quality services responding to the needs of children, young people, their families and communities.

The post holder is an exceptional individual who will make a difference in the lives of young people and their families by promoting a culture of integrity, youth participation and development, operating in line with our organisational values:-

* *Young people at the heart of everything we do*
* *Concern for the young person’s development; personal, social, educational and spiritual*
* *Commitment to partnership with young people, volunteers, communities and funders*
* *Upholding quality standards of integrity and professionalism.*

**Overview**

KDYS is part of a consortium of organisations and agencies under the auspices of the Kerry Children and Young People’s Services Committee who have identified a gap in the provision of community based drug and alcohol services in the South Kerry area. This consortium has secured the resources to employ a Project Worker to develop a pilot project for a 12 month period in South Kerry. With a proven track record in managing the Killarney and Listowel Community Based Drug and Alcohol Initiatives (CBDAI), KDYS will employ and manage the Project Worker.

**Job Summary**

The role is full-time (35 hours per week) split between two distinct areas – 4 days per week dedicated to the pilot project and 1 day per week providing parental leave cover for the Killarney CBDAI Project..

The pilot project will focus on the Cahersiveen, Kenmare & Killorglin areas and will primarily engage with Young People and adults experiencing difficulties with substance use and their families

**Key Duties & Areas of Responsibility will include:**

* To establish the South Kerry Community Drugs and Alcohol Pilot Project through engagement with key stakeholders
* The development of a logic model plan for the work outlining the inputs, outputs and outcomes to be achieved within the agreed timeframe
* To identify appropriate strategies to engage those most in need of the service and suitable locations to deliver the work from based on the needs emerging from the communities.
* To network with relevant services in the catchment area to generate awareness of the project and to develop referral pathways to support the building of a caseload.
* To provide a “Tier 2 service”, offering initial and comprehensive assessment, evidence based interventions, information and support to people experiencing difficulty with drug/alcohol use in the community, through one to one intervention/ family support/ ‘sign posting’, ‘linking services’ and providing a safe environment in the community for people to engage with services and supports.
* To develop care plans & interagency care plans following the completion of the initial & comprehensive assessment.
* To work in an integrated fashion with existing KDYS services and other agencies, including the facilitation of a Strengthening Families Programme in the area.
* To refer individuals to other community based services, appropriate to their needs, in the projects area, e.g. housing supports, employment supports, addiction counsellor, KDYS Youth Services, education & training.
* To provide Parental leave cover for the Killarney Community Based Drugs Project for 7 hours per week, delivering to the agreed work plan for the project.
* To undertake administrative duties relevant to the position, including maintenance of records and provision of reports as required.
* Ensure ongoing compliance with GDPR, organisational data protection policy and ethical practice in all aspects of the role.
* To ensure compliance with relevant quality standards.
* Actively participate in both internal and external networks, structures and events relevant to the post
* To prepare for and attend individual supervision on a regular basis.
* To undertake other duties as may be requested. This may include involvement in the organisations events, fundraising, research etc.

**Reporting arrangements:**

* The post holder will be responsible to KDYS and will report to the KDYS line manager.
* S/he will engage with and keep the Kerry CYPSC Drug and Alcohol Working group informed on progress in relation to the pilot project.
* S/he will prepare and produce a report on the pilot project on completion.

**Special conditions**

* A relevant degree in youth & community work, social care, social work, drug & alcohol studies or other relevant discipline
* Minimum 2 years work experience of working with people in addiction
* Minimum of 2 years’ experience in working with young people in a community/outreach setting
* Experience in delivering specific evidence-based interventions with drug users in a community setting.
* Experience in family support in the area of addiction and substance use.
* Fluency in English, both written and verbal
* Full, clean driver’s license

**Skills, competencies & attributes**

**Specialist Knowledge, Expertise & Self Development**

* Evidence of professional knowledge in youth work, and/or community work.
* A clear understanding of the pilot project to be delivered
* Practical working knowledge of the 4 tier model of addiction treatment services.
* Familiarity with the NDRIC framework and Protocols
* Experience in interagency work and facilitation of the same
* Knowledge of issues and trends affecting young people in contemporary Ireland.
* Understands the boundaries of professional practice.
* Practical working knowledge of child protection policy and practice.
* Understands and shows commitment to the purpose of KDYS and to work within the values, policies and procedures of the organisation and in the context of current legislation and regulations.
* Reflects on and is committed to own development personally and professionally.

**Programme development and delivery**

* Experience in developing and delivering a project ‘from scratch’ and achieving its goals & objectives.
* Proficient analytical skills with the capacity to absorb/organise new information to ensure continuing best practice.
* Demonstrates the ability to apply appropriate and relevant youth work approaches and methodologies.
* Demonstrated ability to apply appropriate monitoring and evaluation methodologies to support continuous quality improvement.
* Understands the importance of health and safety within the workplace overall and with emphasis on the delivery of programmes and activities with young people.

**Administrative & Technical Skills**

* Excellent documentation and report writing skills with experience in producing reports on time and in a clear and concise style and format.
* Proficient in Microsoft Office (Word, Excel, Access & Powerpoint etc).
* Proficient in maintaining accurate paper and electronic record systems, capable of information retrieval, analysis and dissemination as required.

**Teamwork**

* Develops and maintains good working relationships with others, sharing information and knowledge as appropriate.
* Maximises the contribution of the team, encouraging ownership, providing support and working effectively with others.
* Contributes to the development of policies in own area and the wider organisation

**Delivery of Results**

* Assumes responsibility for and delivers on agreed objectives / goals.
* Ensures all outputs are delivered to a high standard and in an efficient manner.
* Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of challenging circumstances.
* Uses resources effectively, challenging processes to improve efficiencies.
* Is self-reliant and uses judgement on when to seek guidance and from whom.

**Interpersonal & Communication**

* Communicates in a fluent, logical, clear and convincing manner verbally and in writing.
* Ability to listen effectively and develop an effective dialogue quickly.
* Ability to acknowledge and address conflict in an open, honest and non-judgemental manner.
* Ability to advocate for, motivate, and engage young people.
* Effectively influences others to take action.
* Works to establish mutual understanding to allow for collaborative working.

**Drive & Commitment**

* Is self-motivated and shows a desire to continuously perform at a high level.
* Must be flexible and prepared to work outside normal hours as required.
* Has the ability to think logically, use initiative and work with minimum supervision.
* Have a flexible approach to the work in response to organisational change, development and review of best practice.
* Through leading by example, fosters high standards of ethics and integrity.

**Contract**

* Fixed Term Contract for 12 months for 4 days per week for Pilot Project
* And a Specified Purpose Contract, linked to Parental Leave cover for 1 day per week for Killarney CBDI
* This contract is for 35 hours per week

Your normal working week will be 35 hours per week. The nature of this post requires the holder is flexible in working hours to cover the operational times of the service and the centre. This will involve some evening and weekend work, at times when young people are available and/ out of school.

* Salary is commensurate with experience
* Employment with KDYS is subject to a satisfactory response from the Garda Vetting Unit being received in relation to any candidate under consideration and satisfactory reference checks being received.
* This post is subject to a 6 month probationary period.