



## **ANA LIFFEY DRUG PROJECT**

<b>JOB DESCRIPTION:</b>	February 2017
<b>POST:</b>	Project Worker (Online and Digital Services)
<b>HOURS:</b>	28 hours (4 days) per week
<b>SALARY:</b>	€25,880 per annum
<b>HOLIDAY:</b>	25 days exclusive of bank holidays (pro rata)
<b>TEAM:</b>	Online and Digital Services Team
<b>RESPONSIBLE TO:</b>	Team Leader (Online and Digital Services)
<b>RESPONSIBLE FOR:</b>	To assist in the development and delivery of ALDP's online and digital services.

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**Vision**

Our vision is for a society where all people affected by problem substance use are treated with dignity and respect and have access to quality services.

**Mission**

Our mission is to work with people affected by problem substance use and the organisations that assist them. We do this to reduce harm to individuals and society, and to provide opportunities for development of those individuals and organisations.

**Values**

<p>The Ana Liffey neither promotes nor denounces substance use but seeks to respond to problems associated with it.</p> <p><i>What this means:</i></p> <ul style="list-style-type: none"><li>• We support people to reduce harm</li><li>• We respond to peoples needs</li><li>• We recognise the potential of the people we work with</li><li>• We provide evidence based responses</li><li>• We are innovative.</li></ul>	<p>The Ana Liffey believes in rights and responsibilities.</p> <p><i>What this means:</i></p> <ul style="list-style-type: none"><li>• We believe in supporting people to know their rights</li><li>• We believe in encouraging people to take responsibility</li><li>• We treat all people who come into contact with Ana Liffey with dignity and respect.</li></ul>
<p>The Ana Liffey is pragmatic.</p> <p><i>What this means:</i></p> <ul style="list-style-type: none"><li>• We turn words into actions</li><li>• What matters is what we do</li><li>• We identify, take and manage risks</li><li>• We are solution focused</li><li>• We deliver on our commitments.</li></ul>	<p>The Ana Liffey aims to make a positive contribution to society.</p> <p><i>What this means:</i></p> <ul style="list-style-type: none"><li>• We actively engage in the promotion of a partnership approach</li><li>• We are open and accountable</li><li>• We are a quality led organisation and a leader in good professional practice</li><li>• We have a local, national and international perspective.</li></ul>

## **JOB SUMMARY**

Under the guidance of the Team Leader (Online and Digital Services) the focus of responsibility is to assist the Team Leader in the development and delivery of Ana Liffey's online and digital services. The role includes: service delivery & promotion, training development, information management.

The Project Worker will assist with the development of services to be delivered on [www.drugs.ie](http://www.drugs.ie) and [www.aldp.ie](http://www.aldp.ie) and other online platforms.

## **DUTIES AND RESPONSIBILITIES**

### **1. SERVICE DELIVERY & PROMOTION**

- 1.1 To support the team in creating Elearning content as part of the National Addiction Training Plan
- 1.2 To support the team leader to promote the drugs.ie website and services in the online and offline environment.
- 1.3 To support those engaged with online training initiatives to access training.
- 1.4 To participate in monitoring and evaluating projects undertaken by Ana Liffey.
- 1.5 To respond to queries from the general public through the drugs.ie LiveHelp (online information and support) chat service

### **2. TRAINING DEVELOPMENT & SUPPORT**

- 3.1 To support the Team Leader in developing training modules for delivery in the online environment through Moodle learning management system.
- 3.2 To support the Team Leader to develop and deliver online tools for use by partner agencies and Ana Liffey service users.
- 3.3 To facilitate groups of partners and stakeholders to share information and best practice.

### **4. INFORMATION**

- 4.1. To prepare reports on the activities of the Online and Digital Services Team.
- 4.2. To support the Team Leader in developing and conducting internal and external surveys.
- 4.3. To undertake data analysis to inform reports.
- 4.4. To conduct research related to content and service developments.

### **5. TEAM WORK**

- 5.1. To work as part of a multi-disciplinary team in a 'low threshold – harm reduction' organisation, in co-operation with other team members with the aim of ensuring that the Ana Liffey delivers the highest quality service possible.
- 5.2. To attend and actively participate in team meetings.

- 5.3. To attend and participate in review days as required.
- 5.4. To support and facilitate the flow of knowledge and information within the organisation.
- 5.5. To supervise interns and/or volunteers if required and support their development and contribution to the organisation.

## **6. GENERAL RESPONSIBILITIES**

- 6.1. To continuously develop the role in conjunction with your Team Leader.
- 6.2. To ensure that all services are being run in an effective and appropriate manner which meets the aims and objectives of the Ana Liffey.
- 6.3. To participate in internal/external meetings, training events, conferences and other functions as directed by your Team Leader.
- 6.4. To participate in regular supervision and annual appraisal, and help in identifying your own job-related development and training needs.
- 6.5. To ensure that all Ana Liffey policies and procedures are being adhered to.
- 6.6. To contribute to the effective implementation of the Ana Liffey's Equal Status Policy as it affects both the Ana Liffey and its work with all stakeholders.
- 6.7. To carry out your work in a professional manner at all times.
- 6.8. To work in accordance with the aims, values and ethos of the Ana Liffey at all times.
- 6.9. Undertake any other duties that may be required which are commensurate with the role as directed by your Team Leader or a member of the Senior Management Team.