



ANA LIFFEY DRUG PROJECT

JOB DESCRIPTION: Law Engagement Assisted Recovery – New Communities Case Manager in North East Inner City.

Contract of indefinite period

Project Worker (DUBLIN BASED- Specifically the North East Inner City area)

HOURS: 25 days exclusive of bank holidays (pro rata) 35 hours a week (FT).

SALARY(FT): €40,372

TEAM: Law Engagement Assisted Recovery (LEAR) Team

RESPONSIBLE TO: Team Leader

RESPONSIBLE FOR: The effective delivery of services at Ana Liffey Drug Project.

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

The Ana Liffey neither promotes nor denounces substance use but seeks to respond to problems associated with it.

What this means:

We support people to reduce harm
We respond to people's needs
We recognise the potential of the people we work with
We provide evidence based responses We are innovative.

The Ana Liffey believes in rights and responsibilities.

What this means:

We believe in supporting people to know their rights
We believe in encouraging people to take responsibility
We treat all people who come into contact with Ana Liffey with dignity and respect.

<p>The Ana Liffey is pragmatic.</p> <p><i>What this means:</i> We turn words into actions What matters is what we do We identify, take and manage risks We are solution focused We deliver on our commitments.</p>	<p>The Ana Liffey aims to make a positive contribution to society.</p> <p><i>What this means:</i> We actively engage in the promotion of a partnership approach We are open and accountable We are a quality led organisation and a leader in good professional practice We have a local, national and international perspective.</p>
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JOB SUMMARY

Working as part of the LEAR team, under the LEAR protocols, and under the guidance of the Team Leader, the main focus of responsibility is the efficient and effective delivery of our LEAR services for New Communities in the Dublin City Centre. Through access to a structured package of care, intervention and support, this service will provide direct service provision to adults who are actively using, or have previously used drugs. You will be responsible for providing effective delivery of direct services, primarily key working and case management, to the people who use our services; ensuring a warm and welcoming service is provided.

Whilst the organisation takes every step possible to ensure the safety of its staff, it is important to be clear that due to the nature of the work carried out at the Ana Liffey Drug Project, it is possible that you will experience aggression in the work place from the people who use our services and there is a risk that you may be verbally or physically assaulted. You will receive training in how to avoid and manage these situations; however in the unfortunate event of an assault taking place, the organisation will provide appropriate support to assist you to overcome this.

DUTIES AND RESPONSIBILITIES

1. SERVICE DELIVERY

- 1.1 To establish effective working relationships with service users from New Communities in the NEIC LEAR catchment area and target client group.
- 1.2 To treat service users with dignity and respect at all times.
- 1.3 To offer practical support to service users who access the project.
- 1.4 To advocate on behalf of service users as appropriate
- 1.5 To work as part of a Multi -Disciplinary project team engaging with service users and their families in various settings external to the Ana Liffey Drug Project.
- 1.6 To provide assessments, crisis interventions, key working and case management support to service users in accordance with Ana Liffey guidelines.
- 1.7 To make referrals to internal and external services as appropriate.
- 1.8 To provide group and/or one to one inputs in other services as required by a manager.
- 1.9 To provide assertive outreach within the North East Inner City area in Dublin Region, targeting the Ana Liffey core client group to provide services, as appropriate.
- 1.10 To provide harm reduction inputs to peer support training programmes and to assist in the co-ordination of such programmes as requested.
- 1.11 As part of the Multi-Disciplinary Project Team under the guidance of the Team Leader, to participate in the development of new services that enable Ana Liffey to respond to the changing needs of the service users and their families effectively.
- 1.12 To establish and maintain professional networks with other workers in the same or similar field of work.
- 1.13 To report any child protection incidents or concerns to the Team Leader.
- 1.14 To use professional skills within service delivery as directed by the Team Leader.
- 1.15 To ensure that all services are delivered according to the Ana Liffey quality standards framework.
- 1.16 To ensure a safe and secure environment and maintain high standards of care.
- 1.17 To ensure that the complaints procedure is well publicised and operated in accordance with the policy.
- 1.18 To liaise with, and take a positive active role within the local community.
- 1.19 To ensure that work carried out is consistent with Ana Liffey's mission, vision, values and ethos.

2. TEAM WORK

2.1 To work as part of a multi-disciplinary team in a 'low threshold – harm reduction' service, in co-operation with other team members with the aim of ensuring that the Ana Liffey delivers the highest quality service possible to our service users.

2.2 To attend and actively participate in weekly team meetings.

2.3 To attend and participate in review days as required.

3. ADMINISTRATION

3.1 To keep and maintain effective record systems in relation to keyworking and other client interventions.

3.2 To assist the Team Leader in the collation of statistics as required.

4. GENERAL RESPONSIBILITIES

4.1 To continuously develop the role in conjunction with your line manager.

4.2 To ensure that all services are being run in an effective and appropriate manner which meets the aims and objectives of the Ana Liffey Drug Project.

4.3 To participate in internal/external meetings, training events, conferences and other functions as directed by a manager.

4.4 To participate in regular supervision and annual appraisal, and help in identifying your own job-related development and training needs.

4.5 To ensure that all Ana Liffey Drug Project policies and procedures are being adhered to, particularly those relating to Health and Safety, Complaints, Code of Practice and Confidentiality.

4.6 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 service users.

4.7 To carry out your work in a professional manner at all times.

4.8 To work in accordance with the aims, values and ethos of the Ana Liffey at all times.

4.9 Undertake any other duties that may be required which are commensurate with the role as directed by a manager.

5. Person Specification:

1. EXPERIENCE

5.1 A minimum of one years' experience of working and/or training in the area of addiction. [Essential]

5.2 Fluent in English and at least one other language or multiple languages which reflect the services users in New Communities in NEIC – specifically Romanian, Polish, Lithuanian, French, Russian, Arabic, Somali and Swahili [Essential]

5.3 Experience of administration including record keeping and report writing.[Essential]

5.4 Experience of working in liaison with other agencies within both the voluntary and statutory sectors. [Essential]

5.5 Experience of working as part of a team within a 'low threshold harm reduction' drug agency. [Desirable]

5.6 Experience of case management / care planning process and implementation [Essential]

5.7 Experience of providing needle and syringe programmes [Desirable]

2. QUALIFICATIONS

5.8 A relevant third level qualification [Essential]

5.9 A qualification in Addiction Studies [Desirable]

5.10 A full driving licence [Desirable]

Contract: Indefinite Period

Benefits:

- 25 days annual leave for full time pro rata
- 30 days paid certified sick leave; 7 days' pay uncertified sick leave for full time pro rata.
- Contributory pension.
- Bike to Work Scheme.
- Employee EAP scheme.

PLEASE NOTE: To apply please send your CV and cover letter to jobs@aldp.ie on Wed March 19th by 5pm.