



*Funded under the Department of Health & Children*

## **ANA LIFFEY DRUG PROJECT**

<b>JOB DESCRIPTION:</b>	12 Month Contract
<b>POST:</b>	Project Worker (MID-WEST REGION)
<b>HOURS:</b>	35 hours a week/ 17.5 hours a week part time
<b>SALARY:</b>	€35,945 (Linked to HSE salary scales, Pro-rata for part time)
<b>HOLIDAY:</b>	25 days exclusive of bank holidays (pro rata)
<b>TEAM:</b>	Project Team (Mid-West Region)
<b>RESPONSIBLE TO:</b>	Team Leader (Mid-West Region)
<b>RESPONSIBLE FOR:</b>	The effective delivery of services at Ana Liffey Drug Project.

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## **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

<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

Working as part of the Project Team and under the guidance of the Team Leader, the main focus of responsibility is the efficient and effective delivery of our services in the Mid-West Region. Through access to a structured package of care, intervention and support, this service will provide direct service provision to adults and their families who are actively using, or have previously used drugs. You will be responsible for providing effective delivery of direct services 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 it's 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 and their children who access the project for support.
- 1.2 To treat service users and their children with dignity and respect at all times.
- 1.3 To offer practical support to service users and their children 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 Mid West 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.