



**ANA LIFFEY DRUG PROJECT**

<b>POST:</b>	Senior Project Worker (Dublin)
<b>HOURS:</b>	35 hours a week
<b>SALARY:</b>	€40,733.54
<b>HOLIDAY:</b>	25 days exclusive of bank holidays
<b>RESPONSIBLE TO:</b>	Team Leader
<b>RESPONSIBLE FOR:</b>	The day-to-day running of designated ALDP services in Dublin.

***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> </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</li> </ul>

<ul style="list-style-type: none"> <li>• We identify, take and manage risks</li> <li>• We are solution focused</li> <li>• We deliver on our commitments.</li> </ul>	<p style="text-align: center;">promotion of a partnership approach</p> <ul style="list-style-type: none"> <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>
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**JOB SUMMARY**

Under the guidance of the Team Leaders, the main focus of responsibility is to support the project work team to work under excellent health and safety standards, to understand and embody our ethos and to carry our practical task to support the Team Leaders in the smooth running of services.

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.

A non-exhaustive list of tasks included in the Senior Project Worker role is below:

- Carry a full case load of 20- 30 clients.
- Reporting to the team leader on a regular basis regarding trends, blocks and gaps and issues arising from the frontline work.
- Supporting new staff and students to understand the teams protocols, policies, functions and systems such as NDTRS and Salesforce.
- Preparing local reports for the Team Leader.
- Monitoring Health and Safety standards in designated buildings in collaboration with Team Leaders.
- Attending meetings with stakeholders to represent the Ana Liffey as requested.
- The role will support staff locally to ensure the smooth running of the buildings and the flow of information.
- Proactively resolves any local needs e.g. get keys cut for a person who doesn't have a full set, send stock orders to team leaders (NSP, stationary, cleaning equipment)
- Flag any local client issues to Team Leads that are not coming up at team meetings or other forums.
- Anything other tasks commensurate to the roles.

The roles will not have any staff line management or supervisory aspects to them. Senior Project Workers will supervise students and volunteers as allocated to them by the Team Leaders.

## **GENERAL RESPONSIBILITIES**

- To participate in internal/external meetings as required, and attend training events, conferences and other functions as necessary.
- In conjunction with your line manager to continuously develop the role to ensure that all tasks are being undertaken in an effective and appropriate manner which meets the strategic aims and objectives of the Ana Liffey Drug Project.
- To participate in regular supervision and annual appraisal, and help in identifying your own job-related development and training needs.
- 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.
- To contribute to the effective implementation of the ALDP's Equal Opportunities Policy as it affects both the ALDP and its work with service users.
- To at all times undertake your role in a professional manner maintaining a high quality standard of work, and to always work in accordance with the aims, values and ethos of the ALDP.
- Undertake any other duties that may be required which are commensurate with the role in consultation with the Head of Services.