

JOB DESCRIPTION

Job Title:	Project Worker
Location:	Co. Leitrim Youth Alcohol & Drug Education and Prevention Project
Type of contract:	Leave Cover (contract to December 2022 with additional extension to August 2023 subject to funding)
Responsible to:	Area Manager
Works with:	Area Manager, Project Leader, Finance and Administration Team, Relevant internal and external contacts
No of hours:	35 hours per week

About Foróige

Foróige is an independent, non-profit national voluntary youth organisation engaged in out-of-school youth development and education. The organisation aims to enable young people to involve themselves consciously and actively in their own development and the development of society. Foróige employs over 480 staff and involves thousands of volunteers in the creation and delivery of high quality services to young people through the operation of over 580 Foróige Clubs and over 150 General Youth Services and Special Projects. These community-based and community-supported initiatives are in operation throughout the country. They operate in both rural and urban environments generally in partnership with various voluntary and statutory agencies. The organisation is a registered charity and supported by a combination of statutory, philanthropic and corporate funding. Foróige is committed to a policy of Equality of Opportunity in its employment practices.

Project information

The Co. Leitrim Youth Alcohol & Drug Education & Prevention Project is funded by the North West Regional Drugs Task Force (NWRDTF) and supported by MSLETB and managed by Foróige. The Task Force identified in their Strategic Plan the need for a Youth Alcohol and Drug service in Co. Leitrim. It is the policy of the National Council of Foróige that, working within the context of the philosophy and purpose of the organisation, staff and leaders will seek to prevent drug misuse and reduce drug related harm among all young people involved in Foróige's work. The aim of the Project is to promote healthier lifestyle choices amongst young people, in particular those using or at risk of using drugs/alcohol, by equipping them with the knowledge, skills and attitudes to enable them make positive informed decisions around their own behaviour and health, this is done in an outreach capacity.

There is currently one vacancy for a Project Worker in this role. It must be understood however, that if the position becomes redundant at any time during the period of the contract or if the funding for the post is discontinued or a post holder fails to perform satisfactorily, employment may be terminated.

Key Responsibilities

The duties of the Project Worker shall be notified by the Board of Foróige and/or its Chief Executive and/or the Foróige Area Manager. The function is to be achieved through fulfilling the main duties outlined below:

- Recruit young people aged 10-17 years to participate in community based programmes.
- Design, implement and evaluate group and individual programmes in relation to drug education and prevention including harm reduction strategies
- Supporting and developing the delivery of drug education to the relevant target groups, in line with best practice.
- Developing and supporting a community wide approach to drug education in Leitrim and ensuring (i) the involvement of young people aged 10-17 years in the design and implementation of drugs education programmes and (ii) The involvement of parents.
- Raise awareness and work in partnership developing networks and liaising with relevant organisations/agencies and individuals to ensure the delivery and development of drug education in line with best practice, using relevant materials and resources.
- Profiling in conjunction with current service providers gaps in service provision and reporting these to Foróige and the NWRDTF.
- Completing reports and other administrative tasks and recording procedures as required.
- Following policies and procedures prescribed by Foróige in relation to child protection and other matters.
- Any such other relevant duties as the National Council and/or the Chief Executive or the nominee of the Chief Executive shall deem necessary for the effective implementation and the policy and programmes of Foróige.

Professional Qualifications and Experience

- Education to National Diploma or Degree standard preferably in Youth Work / Youth Justice / Drugs & Alcohol / Health Promotion Work (note: candidates with exceptional, relevant work experience may also be considered in lieu of degree qualifications) (E)
- A minimum of 1 year relevant work experience (D)
- Access to car and full driving licence (E)
- Paid or voluntary, experience working with young people (D)
- Training in Putting the Pieces Together, Motivational Interviewing, Fred Goes Net (D)
- Experience of Interagency work (D)

Person Specification (all essential requirements)

- Ability to engage target group including identifying, recruiting, motivating and enabling their involvement.
- Good interpersonal skills, including ability to liaise with a wide range of contacts and build and maintain effective working relationships.
- Excellent standards of accuracy and attention to detail.
- Ability to be proactive, use own initiative and work effectively within a pressurised environment.
- Positive and flexible approach to the work.

- Good written communications skills, including ability to draft summary information and correspondence.
- Good computer skills, including Word processing, MS Access, Excel, Internet and PowerPoint.

Requirements of all Foróige staff (all essential requirements)

- Commitment to the purpose of Foróige and to work within the values, policies and procedures of the organisation.
- To act consistently in a professional manner at all times.
- To participate in regular supervision with your line manager.
- Flexibility in relation to hours of work to meet the needs of the work. Work during unsocial hours will be required.
- Identify training needs with your line manager and participate in training opportunities appropriate to the role.
- To undertake other duties as may be requested by Chief Executive Officer of Foróige or their nominee from time to time.

Additional Considerations for the Role

Medical: The successful candidate will be required to complete a medical questionnaire / pre-employment medical examination.

Garda vetting: As our work involves contact with young people, candidates under consideration for employment in Foróige will be subject to Garda vetting.

References: The successful candidate will undergo 2 reference checks before commencing employment with Foróige.

Funding: It must be understood that if the funding for the post is discontinued the post holder's contract may be terminated.

Hours of work: The successful candidate will work 5 days per week. The position will require flexibility in relation to working hours. It is expected that the Project Worker will work late into the evening/ night up to 11pm implementing group and individual sessions.

Salary: Salary will be based on the Foróige Youth Worker salary scale: €34,587; €36,027; €37,467; €38,908; €40,349; €41,793; €43,236; €45,389; €47,542. Salary will be dependent upon qualifications and experience.

Base: The employment base will be Carrick on Shannon, Co. Leitrim.

Travel: This post will involve domestic travel within Ireland and occasional meetings. Travel and expenses will be paid in accordance with appropriate Foróige rates.

Applications: Applications should be made by way of the Foróige job application form which is available to download on the Careers page. Application forms should be fully completed and can be returned by email to recruitment@foroige.ie