

# Community Employment – Procedures Manual

## Appendix 2A

### CE DRUG REHABILITATION FRAMEWORK

### COMMUNITY EMPLOYMENT SUPERVISOR

**N.B. Appendix 2 “Guidelines and Procedures for Interview Panels” applies to the recruitment of CE Supervisors employed on CE Drugs Rehabilitation schemes.**

### CE DRUGS REHABILITATION SUPERVISOR – PERSONAL SPECIFICATION

The CE Sponsoring Organisation is responsible for the terms and conditions of employment of Supervisors as outlined in the CE Procedures Manual. These guidelines are for inclusion in personal specifications drawn up for Supervisors by the Sponsoring Organisation.

**Job Title:** Supervisor – Community Employment Reporting to CE Sponsoring Committee

#### **Essential**

- **Knowledge of the Post**

- The Applicant should have a solid understanding of the role of the Community Employment Supervisor as it pertains to project management and programme delivery to participants in rehabilitation and who present as long-term unemployed or vulnerable adults;
- Display responsibility, commitment and motivation to implement the objectives of the Community Employment CE Drug Rehabilitation Programme;
- Demonstrate knowledge of addiction and rehabilitation support services;
- Demonstrate an understanding of the range of programmes and courses available to unemployed and vulnerable adults;
- Be familiar with the DSP Referral procedures for CE participants;
- Have an overview of the National Drug Rehabilitation Framework and the role of CE in supporting recovering substance mis-users.

- **Work Experience**

- Previous supervisory and people management experience relevant to the post (3 years minimum); and
- Previous experience in Administration, Project Management and/or Training or other relevant positions; and
- Experience of addiction issues and working with service users towards rehabilitation.

- **Interpersonal Skills**

- Effective communication skills;
- Competent report writing skills;
- Experience of working with vulnerable individuals and job-seekers;

- Capable of directing, motivating, coaching and mentoring jobseekers;
  - Ability to work with other addiction support services;
  - Ability to work as part of a team;
  - Ability to work under the direction of the Sponsoring Organisation for the effective implementation of the CE Programme in line with the CE Procedures Manual.
- **Education & Training**
    - Major Award at 3rd Level (NFQ Level 6 or higher) in Business/Financial Administration, Training, Human Resources, Project Management or a related discipline;
    - ICT skills essential (e.g. MS Office).

## CE DRUGS REHABILITATION SUPERVISOR - JOB SPECIFICATION

The CE Sponsoring Organisation is responsible for the terms and conditions of employment of Supervisors as outlined in the CE Procedures Manual. These guidelines are for inclusion in job specifications drawn up for Supervisors working under the remit of the CE Drug Rehabilitation Framework.

### **Job Title:       Supervisor – Community Employment**

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**Reporting to:**   Chairperson – or the Designated Manager appointed by the Chairperson of the Sponsoring Management Committee (as referenced in the Approved CE Application Form).

**Role:**            The role of the CE Supervisor, under the direction of the CE Sponsoring Organisation, is to support recovering drug rehabilitation participants to develop their personal, social and work related skills to enable them to participate fully in community and working life.

### **Functions:**

1. To ensure the effective and efficient delivery of the CE Drug Rehabilitation scheme in relation to the management and co-ordination of the CE participants, and the financial and material resources of the CE Scheme, to report to the Sponsoring Committee on its implementation.
  
2. To work in liaison with the care and case management team in support of the CE participant.

### **Key Result Areas:**

#### **Administration**

- Ensure the provision of an efficient financial and accounting system in line with CE corporate governance requirements as directed by the Sponsoring Organisation;
- Ensure that financial returns i.e. wages claims, materials claims, and participant development grant claims meet the standard as laid down by DSP;
- Ensure the implementation of systems controlling the operation of all finances e.g. cheque payments book, petty cash system, debtors, creditors and participant's payroll, bank account and PRSI returns as directed by the Sponsoring Organisation;

- Ensure prompt and accurate payment of participant allowances;
- Ensure the security of cash/equipment on the scheme as directed by the Sponsoring Organisation;
- Install and manage an effective time keeping record system for participants on the scheme;
- Liaise with the local DSP Office as required;
- Liaise with relevant treatment and recovery services as required;
- Liaise with the Local Drug and Alcohol Task Force (LDATF) and/or Regional Drug and Alcohol Task Force (RDATF);
- Liaise with the required service supports to maintain participant stability and reduce potential relapse.

### **Training & Development of CE Participants**

- Carry out an identification of learner needs including compensatory education, with each participant as part of the Individual Learner Plan (ILP) process;
- Liaise with addiction related services to ensure alignment of the ILP with the participant's care plan for training and development purposes;
- Identify appropriate training providers and source and co-ordinate cost effective training/development opportunities in line with DSP procurement guidelines (Reference CE Procedures Manual);
- Prepare an Individual Learner Plan for each participant for submission to DSP for approval in accordance with CE procedures;
- Provide access to vocational training and recognised qualifications including working towards a Major Award on the National Framework of Qualifications (NFQ) or an industry related equivalent;
- Maintain and update training records for each participant on the scheme as part of their Individual Learner Plans;
- Monitor and review training inputs with all participants;
- Plan and organise work placements – internal and external as required;
- Implement job search and employment related activities with participants;
- Report on ILP developments to the Sponsoring Organisation;
- Ensure the participant outcomes contained in the approved CE Application are achieved.

### **CE Scheme Human Resource Management**

- Implement the CE Recruitment process as put in place by DSP;
- Ensure the DSP referral procedures are in place for each participant;
- Plan and co-ordinate the induction process and ensure contracts of employment are in place for all participants;
- Communicate effectively with all participants on the scheme using one-to-one and group sessions, and team meetings;
- Develop a mutual understanding with participants in relation to their needs for rehabilitation and recovery, including their on-going treatment interventions from other addiction services;
- Work with participants to develop longer-term career and progression plans;

- Address disciplinary matters in relation to participants in accordance with the CE Procedures Manual;
- Develop an exit plan with each participant identifying follow-up and after-care supports as required;
- Follow-up and report on participants, including support workers, for up to 4 months on exit from CE;
- Manage the staff resources of the scheme;
- Engage in staff training and development;
- Report to the Sponsoring Committee on the above.

### **Scheme Management**

- Ensure a safe and healthy environment for participants, both in terms of facilities and work practices;
- Ensure Health and Safety Legislation is fully implemented;
- Ensure the work experience placements approved are in line with the CE application and participant's ILP;
- Supervise, schedule and manage participants;
- Carry out any other function relevant to the position of a Community Employment Supervisor as indicated by the Sponsor.

### **Financial Monitoring and Programme and Training Monitoring**

- Ensure the CE scheme is compliant with financial and programme and training monitoring requirements as detailed in the CE Procedures Manual.

### **Progression of CE Participants**

- Ensure that the Progression Targets approved in the CE Scheme Application Form are met;
- Implement progression options as identified in the ILP, including Job Search activities as part of exit planning;
- Develop a Database of Employers;
- Work with Local Employers to place people in work experience/employment.