



The role of the CE Drugs Rehabilitation Supervisor, under the direction of the Service Coordinator/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 Service Coordinator/Sponsoring Committee on its implementation.
2. To work as part of a multi-disciplinary team in support of the CE participants.

**Person Specification**

The ideal candidate for this position will 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 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 recovery from substance use
- Previous supervisory and people management experience relevant to the post (3 years minimum)
- Previous experience in Administration, Project Management and/or Training or other relevant positions
- Experience of addiction issues and working with clients towards rehabilitation
- Competent report writing skills
- Experience of working with vulnerable individuals and jobseekers
- Capable of directing, motivating, coaching, and mentoring jobseekers
- Ability to work under the direction of the Service Coordinator/Sponsoring Organisation for the effective implementation of the CE Programme in line with the CE Procedures Manual
- Major Award at 3rd Level (NFQ Level 6 or higher) in Business/Financial Administration, Training, Human Resources, Project Management or a related discipline
- Excellent communication and interpersonal skills
- Excellent time management, planning and organisational skills
- Must be proficient in Microsoft Office applications
- Be able to work part of a multi-disciplinary team
  - Have a good knowledge of community activities and work

**This is a Specified Purpose role for approximately 11 weeks.**

If you are interested in applying for this position, please complete the application form, which you will find on our website at <https://mqi.ie/career-opportunities> and send it to [recruitment@mqi.ie](mailto:recruitment@mqi.ie) with a copy of your up to date CV by **5pm on Friday 20th of May 2022**. Please ensure to include the following title in the subject line of your email "Application for CE Drugs Rehabilitation Supervisor Athlone Ref: CEATH220422".

