



## **ANA LIFFEY DRUG PROJECT**

<b>JOB DESCRIPTION:</b>	November 2012
<b>POST:</b>	Project Worker (Online and Digital Services)
<b>HOURS:</b>	35 hours a week
<b>SALARY:</b>	€35,945 (Linked to HSE salary scales)
<b>HOLIDAY:</b>	25 days exclusive of bank holidays
<b>TEAM:</b>	Online and Digital Services Team
<b>RESPONSIBLE TO:</b>	Team Leader (Online and Digital Services)
<b>RESPONSIBLE FOR:</b>	The delivery of ALDP's services to partner agencies and service users, with particular focus on delivery of quality standards support and sectoral support initiatives to partner agencies

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**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**

Under the guidance of the Team Leader (Online and Digital Services), the main focus of responsibility is the development and delivery of Ana Liffey's sectoral support work. This support work connects service delivery with national policy, promoting best practice through pilot initiatives and through provision of practical and useful supports for service delivery. It comprises a number of areas and includes:

- the Quality in Alcohol and Drug Services (QuADS) Support Project
- the facilitation of QuADS Review process
- the Community Detoxification Project
- other Ana Liffey sectoral support initiatives which may be developed in the future

This support will be delivered to partners through face-to-face interaction, teleconferencing and through innovative online tools to be developed by the Online and Digital Services Team. The Project Worker will also assist with the development of services to be delivered to Ana Liffey service users on [www.drugs.ie](http://www.drugs.ie), [www.aldp.ie](http://www.aldp.ie) and other online platforms.

## **DUTIES AND RESPONSIBILITIES**

### **1. SERVICE DELIVERY**

- 1.1. To establish effective working relationships with the staff of all partner agencies.
- 1.2. To establish effective working relationships with service users for specific projects as instructed by the Team Leader.
- 1.3. To host and facilitate any group meetings associated with Ana Liffey's sectoral work.
- 1.4. To respond to all correspondence and queries in a timely and comprehensive manner.
- 1.5. To facilitate organisations engaged with Ana Liffey's sectoral work to access training or information sessions as required.
- 1.6. To participate in monitoring and evaluating projects undertaken by Ana Liffey.

### **2. RESEARCH AND POLICY DEVELOPMENT**

- 2.1. To review, maintain and develop Ana Liffey's library of policy documents and project resources.
- 2.2. To support the Team Leader and the Senior Management Team in researching and writing reports for various advisory groups and local or national fora.

### **3. TRAINING, FACILITATION AND PRESENTATIONS**

- 3.1. To support the Team Leader in designing training and information sessions for delivery in the online environment as well as for face-to-face delivery.
- 3.2. To deliver training sessions and information sessions both face-to-face and in the online environment.
- 3.3. To support the Team Leader to develop and deliver online tools for use by partner agencies and Ana Liffey service users.

- 3.4. To facilitate groups of partners and stakeholders to share information and best practice.

#### **4. INFORMATION MANAGEMENT AND DATA ANALYSIS**

- 4.1. To support the Team Leader in developing and maintaining a Client Management System for the entire organisation and to support the training of the staff teams on its implementation and use.
- 4.2. To support the Team Leader in developing and conducting internal and external online surveys for ALDP.
- 4.3. To undertake data analysis to inform reports.
- 4.4. To keep records of the processes and outcomes of Ana Liffey's sectoral support projects.
- 4.5. To support the Team Leader in developing and managing Ana Liffey's online presence including its social media presence and the organisation's websites ([www.drugs.ie](http://www.drugs.ie), [www.aldp.ie](http://www.aldp.ie)).

#### **5. TEAM WORK**

- 5.1. To work as part of a multi-disciplinary team in a 'low threshold – harm reduction' organisation, in co-operation with other team members with the aim of ensuring that the Ana Liffey delivers the highest quality service possible.
- 5.2. To attend and actively participate in team meetings.
- 5.3. To attend and participate in review days as required.
- 5.4. To support and facilitate the flow of knowledge and information within the organisation.
- 5.5. To supervise interns and/or volunteers if required and support their development and contribution to the organisation.

#### **6. GENERAL RESPONSIBILITIES**

- 6.1. To continuously develop the role in conjunction with your Team Leader.
- 6.2. To ensure that all services are being run in an effective and appropriate manner which meets the aims and objectives of the Ana Liffey.
- 6.3. To participate in internal/external meetings, training events, conferences and other functions as directed by your Team Leader.
- 6.4. To participate in regular supervision and annual appraisal, and help in identifying your own job-related development and training needs.
- 6.5. To ensure that all Ana Liffey policies and procedures are being adhered to, particularly those relating to Health and Safety, Complaints, Code of Practice and Confidentiality.
- 6.6. 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 all stakeholders.
- 6.7. To carry out your work in a professional manner at all times.
- 6.8. To work in accordance with the aims, values and ethos of the Ana Liffey at all times.

- 6.9 Undertake any other duties that may be required which are commensurate with the role as directed by your Team Leader or a member of the Senior Management Team.