

**Family Support Worker – Part-time Job Description**  
*Feb 2022*

<b>Title of Position:</b>	<b>Family Support Worker</b>
<b>Location</b>	<ul style="list-style-type: none"> <li>The designated SWRDATF area is Kildare, West Wicklow and South &amp; West Dublin. The base will be Hope Cottage, Kill, Co Kildare / remote working.</li> </ul>
<b>Salary and Remuneration</b>	<ul style="list-style-type: none"> <li>The candidate will be employed by the <b>South Western Regional Drug and Alcohol Task Force Company Limited by Guarantee (SWRDATF CLG)</b></li> <li>HSE Social Care Worker Scale (with qualification) (Point 1 €33,630 point 1 pro-rata)</li> <li><b>Contract 21 hour per week</b></li> </ul>
<b>Reporting Relationship</b>	<ul style="list-style-type: none"> <li>Reports to the RDATEF Coordinator and the SWRDATF CLG Board</li> <li>Day to day supervision overseen by Rehab Co-ordinator for the activities and general service operations of Family Support.</li> <li><b>South Western Regional Drug and Alcohol Task Force CLG</b> are accountable for all personnel/human resource matters.</li> </ul>
<b>Purpose of Post</b>	<ul style="list-style-type: none"> <li>Hope Cottage is a community Family Support Service provided by the SWRDATF CLG. The aim of the service is to allow a safe space for those impacted by a loved one's addiction to communicate their concerns, develop their coping skills, avail of professional support where needed and connect with others who experience similar situations.</li> <li>Family Members are central to the development of Family Support Services in the SWRDATF region and it is paramount their involvement be valued at all times.</li> <li>The Family Support worker will play a pivotal role in assisting the SWRDATF CLG in developing and implementing the Family Support Service provided by the SWRDATF CLG.</li> <li>This post has been developed in line with the National Drug Strategy, Reducing Harm Supporting Recovery, Goal Two, Action 2.1.16 and 2.1.17.</li> </ul>
<b>Objectives of the Post</b>	<ul style="list-style-type: none"> <li>To ensure activities relating to the Family Support Service are accomplished/achieved.</li> </ul>
<b>Principle Duties and Responsibilities</b>	<p>The role of the Family Support Worker will be:</p> <ul style="list-style-type: none"> <li>Work closely with the RDATEF Coordinator / Rehab Co-ordinator / Team</li> <li>Work closely with Family members</li> <li>Provide a key working style of service to meet the needs of family members</li> <li>Host a family support group</li> </ul>
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>A relevant third level qualification – minimum level 7 (e.g. Social Care, Social Studies, Community Work)</li> <li>2 years relevant voluntary or paid experience</li> </ul>
<b>Essential Skills or Competencies</b>	<ul style="list-style-type: none"> <li>Positive or Flexible approach to working as part of a team</li> <li>Be able to work on own initiative</li> <li>Strong IT skills, including Word, Excel, Internet, PowerPoint and Social Media</li> <li>Excellent Client recording skills that comply with GDPR guidelines</li> </ul>

	<ul style="list-style-type: none"> <li>• Care and Case Management experience</li> <li>• Ability to manage a caseload and operate a waiting list system</li> <li>• Experience with leading in-person group facilitation</li> <li>• Able to support a peer to peer model of working with clients</li> <li>• Strong communication skills both written and verbal</li> <li>• Experience of working with community, voluntary and statutory agencies</li> <li>• Ability to build appropriate and supportive relationships with family members who access the service</li> <li>• Ensure that the protection and welfare of children is paramount, and be aware of, and implement, Child safeguarding policies and procedures where required.</li> <li>• Be able to demonstrate professional boundaries and good work practice</li> <li>• Will work to company policies and procedures</li> </ul>
<b>Desirable Skills</b>	<ul style="list-style-type: none"> <li>• Experience in delivering the 5Step method and other evidence based family support programmes</li> <li>• Experience with the HRB LINK system</li> <li>• Be able to write reports to Finance and Governance sub-group on funding sought and used</li> <li>• Knowledge of the Drug Related Intimidation Reporting Programme</li> </ul>
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Access to transport. (The post may involve travel to meetings, conferences etc).</li> </ul>
	<p>Job description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post, which may be assigned to him/her from time to time and to contribute to the development of the post while in office.</p>