

## JOB SPECIFICATION

**Title:** Supervisor (Community Employment) - Training and Rehabilitation

**Location:** RADE, OLV building, Cathedral View Court, Off New St, Dublin 8

**Contract type:** Full Time - 39 hours per week (excluding lunch) Monday to Friday

**Start Date:** Feb – March 2025

**Reporting to:** Project Director

**Function:** To ensure the effective and efficient management and co-ordination of the human, financial and material resources of the CE Scheme and report to the Sponsoring Committee on its implementation. A core aspect of the role is to provide a framework for the rehabilitation and recovery of CE participants and to coach and support them towards gaining the skills, competencies and qualifications in preparation for employment.

### Training and Development

- Carry out an identification of learner needs with individual participants as required, as part of the Individual Learner Plan process, working closely with RADE key-working team
- Source and co-ordinate cost effective training/development opportunities in line with procurement guidelines that show an understanding of the range of programmes and courses available to unemployed and vulnerable adults
- Prepare an Individual Learning Plan (ILP) for each participant and enter on Welfare Partners
- Ensure access to recognised qualifications for participants, with a focus on the achievement of relevant qualifications including Major Awards on the National Framework of Qualifications (NFQ) or industry related standards
- Update and manage the accurate completion of records of all participants.
- Prepare contracts for trainers
- Conduct holistic assessments and inductions of all programme applicants

- Manage a caseload of participants in addiction recovery. Providing recovery support, advocacy support, liaising with referring agencies and services and planning and overseeing work placements.
- Make regular contact with other agencies involved in participant's care and treatment in a care and case management capacity.
- Scheduling and attendance at RADE's weekly Participant Progression and Relapse Prevention meetings

### **RADE Specific Responsibilities**

- Facilitate weekly Relapse Prevention workshops
- Facilitate weekly check-in sessions
- Co-ordinate and supervise the arts training programme
- Develop, maintain, and amend the RADE database as required
- Assist with any other duties as required by the project
- Oversee and supervise the workload of CE Support Workers who provide addiction recovery support to participants

### **Administration**

- Install and manage effective time-keeping record system for participants on project.
- Liaise with local DSP department office as required.
- Register new positions with Jobs Ireland
- Assist with work on RADE policies
- Assist with preparation for annual DSP roll over and three-year DSP renewal
- Assist with Annual report
- Manage and oversee completion of all DSP related forms to enrol new participants onto programme.
- Ensure the CE scheme is compliant with programme and training monitoring requirements as detailed in the CE Operating Procedures. Co-operate with the DSP Departmental monitoring visits

### **Human Resources**

- Maintain Supervisor and participant time sheets

- Co-ordinate the recruitment of CE applicants in accordance with CE recruitment and referral processes
- Plan and co-ordinate the approved work schedules and ensure annual contracts of employment are in place for all participants
- Implement job search activities with participants
- Liaise with employers to promote progression to work and other support organisations as needed
- Maintain an up-to-date database of employers and evidence of engagement
- Develop an exit plan with each participant
- Follow-up and report on participants for up to 4 months on exit from CE
- Manage staff resources as required
- Report regularly to the RADE Board (CE Sponsoring Committee)

### **Community Employment**

- Provide a safe and healthy environment for participants – both in terms of facilities and work practices
- Supervise, schedule and manage participants
- Engage in training and development opportunities provided as required for the post
- Carry out any other functions relevant to the position of Supervisor (Community Employment) as indicated by Sponsor
- Ensure RADE governance and work policies are updated
- Update and maintain Staff and Participant handbooks
- Provide supervisory cover in the absence of the other CE Supervisor

### **Requirements for the position:**

- **Knowledge of Post** - A solid understanding of the role of CE Supervisor as it pertains to project management and programme delivery
- **Work Experience** - Minimum of 3 years' experience in a supervisory/management capacity. Also experience in the field of addiction and in administration/training or other relevant positions
- **Qualifications** Major Award at 3<sup>rd</sup> level or minimum NFQ Level 6, preferably in relevant area

- **Interpersonal Skills** Effective communication skills, competent report writing, experience of working with vulnerable adults
- **Office Skills** Excellent administration, budgeting and computer literacy skills including Microsoft Excel and Word

**Desirable criteria for the position but not necessary:**

- Experience in teaching holistic practices, e.g. yoga, meditation, Tai-chi
- Art class facilitation and presentation background
- Experience of publication design and layout
- Knowledge and understanding of IT maintenance
- Experience of addiction issues and working with service users towards rehabilitation
- Website and social media maintenance

**Remuneration:**

Salary commences at point 1 of the Supervisor Community Employment Salary Scale at €746.22 per week (inclusive of employers PRSI) Weekly Gross Wage €671.97. A CE Supervisor who moves directly from one scheme to another with no break will retain their salary scale.

**To Apply:** Please submit a covering letter and curriculum vitae outlining your suitability

**By Email:** [gill@rade.ie](mailto:gill@rade.ie)

**By Post:** Gill McCaw, RADE, OLV Building, Cathedral View court, Off New St, Dublin 8.

**Interviews:** Wednesday 5th February 2025

**Queries:** Please address any queries you may have to Gill McCaw, Interim Project Director, [gill@rade.ie](mailto:gill@rade.ie)

**Closing Date & Time:** 1pm, Monday 27<sup>th</sup> January 2025

This position is subject to garda vetting