

**North, East and West Kerry Development**

**Job Vacancy – Family Co-ordinator**

***NEWKD Mission: To encourage and empower people to enhance their quality of life through the development of innovative programmes, services and supports that promote respect, equality and inclusion.***

**1. Local Development Organisation Name:**  North, East and West Kerry Development

**2. Job Title**: Family Co-ordinator

**3. Reporting to:** The post holder will be employed by the NEWKD and report to the Social Inclusion Manager

**4. Salary and Benefits**: 49,041, 50,210, 51,637, 54,315, 55,918, 57,910, 59,914 LSIs

**5. Job Purpose:** To develop and provide evidence based supports for families of substance users experiencing difficulties in the Cork & Kerry area.

**6. Base**: Kinvara House, Dublin Hill, Cork

**7.** **Area covered**: Cork City, Cork County & Kerry

**8. Contract**: 2 year fixed term contract (35 hours)

**Overview:** NEWKD, Cork Local & Southern Regional Drug and Alcohol Task Force in conjunction with HSE Addiction services wish to recruit a Family Co-Ordinator who will ‌develop, implement & evaluate ‌‌drug‌ ‌and‌ ‌alcohol‌ ‌family‌ ‌support‌ ‌initiatives‌ ‌throughout‌ ‌the‌ ‌Southern‌ ‌Region.

**Job Description:**

* To provide formal assessment, key working, case management and care plan development supports to family members who are impacted by familial/significant others problem drug & alcohol use
* Coordinate, ‌ ‌support‌ ‌and‌ ‌develop‌ ‌all‌ ‌aspects‌ ‌of‌ ‌the‌ ‌Family‌ ‌Support‌ ‌Service‌ ‌throughout‌ ‌the‌ Cork & Kerry region ‌‌ ‌
* To‌ support the ‌development of ‌ DRIVE (Drug Related Intimidation Violence Engagement) ‌ ‌and‌ ‌oversee‌ ‌the‌ ‌implementation‌ ‌and‌ ‌evaluation‌ ‌of‌ ‌the‌‌ ‌Family‌ ‌Support‌ ‌Strategy‌ ‌ensuring‌ ‌actions‌ ‌are‌ ‌completed‌ ‌in‌ ‌line‌ ‌with‌ ‌the‌ ‌National‌ ‌Drug‌ ‌Strategy, ‌ ‌ ‘Reducing‌ ‌Harm, ‌ ‌Supporting‌ ‌Recovery’.‌ ‌
* To‌ ‌identify‌ ‌themes‌ ‌and‌ ‌gaps‌ ‌in‌ ‌regional‌ ‌service‌ ‌provision‌ ‌and‌ ‌develop‌ ‌tailored‌ ‌strategies‌ ‌to‌ ‌address‌ ‌these‌ ‌issues‌ ‌in‌ ‌drug‌ ‌and‌ ‌alcohol‌ ‌family‌ ‌support‌ ‌in‌ ‌the‌ ‌region. ‌ ‌
* Liaise‌ ‌and‌ ‌collaborate‌ ‌with‌ ‌Garda‌ ‌Siochana,‌ ‌DRIVE‌ ‌(Drug‌ ‌Related‌ ‌Intimidation‌ ‌&‌ ‌Violence‌ ‌Engagement)‌ ‌programme,‌ ‌National‌ ‌Family‌ ‌Support‌ ‌Network‌ ‌to‌ ‌ensure‌ ‌roll‌ ‌out‌ ‌of‌ ‌these‌ ‌National‌ ‌Drug‌ ‌Related‌ ‌Intimidation‌ ‌Programmes.‌ ‌
* Design, ‌ ‌Implement‌ ‌and‌ ‌evaluate‌ ‌effective‌ ‌education‌ ‌and‌ ‌training‌ ‌programmes‌ ‌tailored‌ ‌to‌ ‌meet‌ ‌the‌ ‌needs‌ ‌of‌ ‌families‌ ‌experiencing‌ ‌substance‌ ‌misuse. ‌ ‌
* To‌ ‌build‌ ‌and‌ ‌maintain‌ ‌relationships‌ ‌with‌ ‌existing‌ ‌networks‌ ‌ ‌and‌ ‌participate‌ ‌where‌ ‌appropriate‌ ‌and‌ ‌liaise‌ ‌with‌ ‌other‌ ‌agencies‌ ‌to‌ ‌support‌ ‌and‌ ‌advocate‌ ‌for‌ ‌families‌ ‌and‌ ‌young‌ ‌people‌ ‌on‌ ‌a‌ ‌needs‌ ‌led‌ ‌basis.‌ ‌
* Participate‌ ‌on‌ ‌regional‌ ‌networks‌ ‌and‌ ‌committees‌ ‌and‌ ‌work‌ ‌as‌ ‌part‌ ‌of‌ ‌an‌ ‌integrated‌ ‌

network‌ ‌of‌ ‌professionals‌ ‌supporting‌ ‌families. ‌ ‌‌

* Enhance‌ ‌the‌ ‌capacity‌ ‌of‌ ‌professionals‌ ‌in‌ ‌the‌ ‌area‌ ‌of‌ ‌drug/alcohol‌ ‌and‌ ‌family‌ ‌support‌ ‌i.e.‌ ‌training‌ ‌awareness‌ ‌events, ‌ ‌conferences, ‌ ‌seminars‌ ‌etc.‌ ‌ ‌ ‌
* Keep‌ ‌written‌ ‌records‌ ‌and‌ ‌produce‌ ‌reports, ‌ ‌as‌ ‌requested‌
* Maintain‌ ‌personal‌ ‌and‌ ‌professional‌ ‌development‌ ‌to‌ ‌meet‌ ‌the‌ ‌changing‌ ‌demands‌ ‌of‌ ‌the‌ ‌job‌ ‌and‌ ‌participate‌ ‌in‌ ‌appropriate‌ ‌training‌ ‌activities‌.
* To‌ ‌undertake‌ ‌other‌ ‌duties‌ ‌as‌ ‌may‌ ‌be‌ ‌requested‌ ‌by‌ ‌the‌ ‌line‌ ‌manager‌ ‌from‌ ‌time‌ ‌to‌ ‌time‌
* Undertake‌ ‌other‌ ‌duties, ‌ ‌training‌ ‌and/or‌ ‌hours‌ ‌of‌ ‌work‌ ‌as‌ ‌may‌ ‌be‌ ‌reasonably‌ ‌required‌ ‌and‌ ‌which‌ ‌are‌ ‌consistent‌ ‌with‌ ‌the‌ ‌general‌ ‌level‌ ‌of‌ ‌responsibility‌ ‌of‌ ‌this‌ ‌job‌ ‌

**Essential:**

* 3rd level qualification in a related field
* 3 years+ frontline paid experience in family support setting
* Open and innovative approach to work
* Experience of interagency working in a similar setting
* Excellent knowledge of broad range of evidence based interventions
* Experience in care plan development and formal assessment
* Driver’s license & access to car
* Excellent communication skills & team work
* Proven record of working to a client centered non-judgmental ethos

**Desirable:**

* Training/accreditation in 5 Step, CRAFT and/or similar interventions
* Knowledge of family programmes such as Triple P, SFP, parenting plus etc.
* Experience of group facilitation

Garda Vetting will apply

Under 18s work may be required

Flexibility will be required in working hours (needs based)

**Application Process:**

Please send letter of application (clearly stating the job you are applying for) and CV to:

Closing date for receipt of applications is 5pm …

Please forward applications to ….

NEWKD is an equal opportunities employer. Canvassing will disqualify.