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| NEWKD – Job Description |

General

1. Local Development Organisation Name:  NEWKD

2. Job Title: Community Employment Supervisor – Team Project – Rehabilitation Outreach Scheme

3. Reporting to: Manager within NEWKD

4. Salary and Benefits: Community Employment Scheme Pay Scale

5. Job Purpose: To oversee the administrative, technical and participant development aspects of the project

**6. Base**: Tralee

**7. Contract**: Fixed term until the end of 2023

8. Function: The role of the CE Supervisor, under the direction of NEWKD, as the 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.

Key Result Areas

Administration

* Ensure the provision of an efficient financial and accounting system in line with CE corporate governance requirements as directed by the Sponsoring Organisation.
* Ensure that financial returns, i.e. wages, claims, materials claims, and participant development grants claims meet the standard as laid down by Welfare Partners.
* Ensure implementation of systems controlling the operation of all finances as directed by the Sponsoring Organisation. Ensure prompt and accurate payment of participants’ allowances.
* Ensure the security of cash/equipment on scheme as directed by the Sponsoring Organisation
* Install and manage effective time keeping record system for participants on the scheme.
* Liaise with the local Department Officer as required.

Training & Development Provision

* Carry out an identification of learner needs with individual participants as required, as part of the Individual Learner Plan process.
* Identify needs and source and co-ordinate cost effective training/development opportunities in line with Department procurement guidelines.
* Prepare an Individual Learning Plan (ILP) for each Participant and enter on Welfare Partners in accordance with CE procedures.
* 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.
* Plan and procure relevant training opportunities which have been approved by the Department.
* Maintain and update training records for each participant on the project on Welfare Partners as part of their Individual Learner Plans.
* Monitor and review training inputs with the participants.
* Plan and organise work placements - internal and external as required.
* Report on ILP developments to Sponsoring Organisations.

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Human Resources

* Co-ordinate the recruitment of CE participants in accordance with the Department’s 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.
* Communicate effectively with all participants on the scheme using team meetings and individual formal and informal ‘one to one’ meetings.
* Develop a mutual understanding with participants in relation to their needs for re-entry to work where the participant had been long-term unemployed and needs to develop a clear progression path.
* Implement job search activities with participants.
* Liaise with employers to promote progression to work with other support organisations as needed.
* 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.
* Engage in training and development as required.
* Report to Sponsoring Committee regularly.

Scheme Management

* Provide a safe and healthy environment for participants – both in terms of facilities and work practices.
* Ensure work placements on scheme are in line with CE application
* Supervise, schedule and manage participants.
* Fully participate in training and development opportunities provided by the Sponsor and by the Department as required for the post.
* Carry out all functions relevant to the position of CE Supervisor as indicated by Sponsor.

Financial Monitoring and Programme and Training Monitoring

* Ensure the CE scheme is compliant with financial, programme and training monitoring requirements as detailed in the CE Operating Procedures. Co-operate with the conduct of Department monitoring visits.

Progression of CE Participants

* Conduct exit planning.
* Carry out intensive Job Search activities as part of exit planning.
* Maintain evidence of engagement with local employers.
* Maintain an up to date database of employers.

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**Person Specification:**

**Essential**

Candidates must have a minimum of 3 years supervisory experience and previous experience in administration.

**Work Experience**

* Previous supervisory and people management experience relevant to the post
* Previous experience in Administration, Project Management and/or Training or other relevant positions; and
* Experience of addiction issues and working with service users towards rehabilitation.

**Interpersonal Skills**

* Effective communication skills;
* Group facilitation skills
* Competent report writing skills;
* Experience of working with vulnerable individuals and job-seekers;
* Capable of directing, motivating, coaching and mentoring CE scheme participants
* Ability to work with other addiction support services;
* Ability to work as part of a team;
* Ability to plan and develop a schedule of Trainings/Activities
* Conflict resolution skills
* Ability to support individuals on a one to one basis including those with complex needs
* Ability to work under the direction of the Sponsoring Organisation for the effective implementation of the CE Programme in line with all areas of the CE Procedures Manual.

**Qualifications**

* Major Award at 3rd Level (QQI Level 6 or higher) in Business / Financial Administration, Training ,Addiction studies , Human Resources, Project Management, Social Studies, Community Development or a related discipline;
* ICT skills essential (e.g. MS Office).