

<b>Job Title:</b>	Weekend Support Worker
<b>Location:</b>	Ashleigh House
<b>Reports to:</b>	Team Leader
<b>Hours:</b>	13 Hours per week. Some out of hours may be required.
<b>Job Type:</b>	Part-Time, 12-months contract
<b>Salary:</b>	15.21 Per Hour
<b>Purpose:</b>	To assist the Team Leader and staff team in providing a quality service to clients as they progress through our residential service. A support worker participates as part of a therapeutic team and is expected to act as a viable resource to clients and staff.
<b>Contact Email:</b>	<a href="mailto:Dylan.murphy@coolminetc.ie">Dylan.murphy@coolminetc.ie</a>
<b>Application Ref.</b>	<b><u>HR/DUB/ADS/WSW/0224</u></b>

Coolmine is a leading drug and alcohol treatment centre providing community, day and residential services to men and women with problematic substance use and their families in Ireland. Established since 1973. Coolmine Therapeutic Community believes that everyone should have the opportunity to overcome addiction and lead a fulfilled and productive life.

We now have a vacancy for a Weekend Support Worker to assist the Team Leader and staff team in providing a quality service to clients as they progress through our residential service. A support worker participates as part of a therapeutic team and is expected to act as a viable resource to clients and staff.

**Role Responsibilities (include, but not limited to):**

The key responsibilities include the following:

- To engage with and build a professional and trusting relationship with clients treating them with dignity and respect in line with the values of Coolmine Therapeutic Community.
- To perform all the duties relating to the facility, and to ensure that the immediate social needs of clients are met.
- To perform the practical tasks of caring for the client ensuring that the running of the house is maintained (e.g., standards of living, hygiene of the facility, health and safety) at the highest possible level.
- To support the clients if/when they require practical supports or if requested by their keyworker.
- To maintain the structure of the therapeutic community.
- To complete overseeing duties and support clients on the floor at all times.
- To work within the policies of Coolmine Therapeutic Community ensuring that a consistent delivery of service and quality of standards are adhered to in a drug and alcohol-free environment.
- To complete all administrative tasks (e.g. handover reports) and relevant form filling are completed appropriately to ensure that the facility runs smoothly and effectively.
- To ensure the medication room is clean and tidy; that medication is stored appropriately in the medication cabinet, that all medication records are in order and carry out any administrative duties requested by the nursing team.
- To ensure that all information pertaining to clients is communicated effectively in the handover and via email to the relevant keyworkers.
- Be a strong team player by supporting colleagues, participating in effective handovers and being open to reasonable requests from the facility manager to ensure productive working relationships.

## Person Specification

The person specification sets out the essential abilities and qualities the successful candidate for this post should have.

### Essential:

- Must hold a valid work permit for the EU & Ireland.

### Qualifications

- Minimum Fetac level 6 or equivalent in addiction studies or related field.
- Working towards a recognised Diploma or Degree.

### Experience:

- Experience of working with drug and alcohol users and/or excluded groups.

### Knowledge:

- A working knowledge of Health and Safety, and the implications for the working environment.
- A knowledge of good practice in working with drug and alcohol users and other excluded groups.
- Knowledge of legislation affecting the sector.

### Personal Attributes Essential:

- Has excellent communication skills and can present information in a way that is not over simplistic or complicated.
- Enjoys working with people, is approachable, warm and friendly, while being clear and explicit about professional and personal boundaries.
- Has a “can do” attitude and a positive solution focused approach to problem solving and conflict resolution.
- Uses assertive behaviour, demonstrating dignity and respect for self and others at all times.
- Has good awareness of self and others, grounded in the “here and now” with good anticipation and observational skills.
- Role models exemplary behaviour and attitude – is honest, consistent, and responsible.
- Works as part of a team supporting the objectives of the Coolmine Therapeutic Community.
- Is mindful of Coolmine TC’s values:
  - a. **Dignity & Respect** – ensure the dignity and respect of individuals by actively listening and holding a non-judgmental attitude.
  - b. **Compassion** – actively demonstrate compassion through responsible love, concern and understanding for each other.

- c. **Honesty, Consistency and Responsibility** - this value is at the core of what we believe and is demonstrated by accountability and transparency in all areas of organisation.
  - d. **Safety & Security** – the implementation of policy and procedures to ensure the physical and psychological safety and security for all.
  - e. **Commitment to Quality** - by reflecting on practice and committed to continuous improvement of standards.
- Is open to appropriate challenges from clients at the required time and place and is open to feedback and appraisal from colleagues and management.
  - Respect for the ethos and values of Coolmine Therapeutic Community.
  - Commitment to working within an environment which promotes Equal Opportunities and has regard for the health and safety for everyone.

**Application Process:**

Interested candidates who meet the Person Specification requirements should send their CV & cover letter with application reference code to Dylan Murphy, HR Administrator at [dylan.murphy@coolminetc.ie](mailto:dylan.murphy@coolminetc.ie)

Please quote this application reference **HR/DUB/ADS/WSW/0224**

The closing date for applications is **Friday the 8<sup>th</sup> of March 2024**

**Coolmine Therapeutic Community is an equal opportunities employer.**