

<b>Job Title:</b>	<b>Senior Project Worker</b>
<b>Location:</b>	Ashleigh House, Damastown Walk, Dublin 15
<b>Reports to:</b>	Ashleigh House Team Leader
<b>Hours:</b>	35 hours per week. Some out of hours work may be required.
<b>Fixed Term</b>	Permanent
<b>Salary:</b>	€41,580
<b>Purpose:</b>	The Senior project worker will support the Team Leader in all aspects of daily service delivery to ensure the delivery of a quality service to clients that meets organizational standards and targets & will line manage the Night Staff and Support Workers.
<b>Contact Email:</b>	<a href="mailto:Dylan.Murphy@coolminetc.ie">Dylan.Murphy@coolminetc.ie</a>
<b>Application Ref.</b>	<u>HR/DUB/SDL/SPW/0725</u>

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.

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

- Carry out all assigned Project worker responsibilities as per performance appraisal including case management and group facilitation.
- To ensure all night and support workers have a performance agreement in place that is reviewed twice per year. SPW'S will be responsible for creating and implementing training/development plans for support workers and ensuring they are achieved
- Provide leadership and line management to night and support workers in the residential service. This includes line supervision and quarterly meetings to ensure equal distribution of case workload between night and day support workers. This will also be the forum for the SPW to resolve any operational or interpersonal issues within the support worker team
- To ensure that all administrative duties are carried out in accordance with the required timelines and procedures and that all are processed and updated in Strandum (time sheets, leave and absence records, rosters)
- Lead and work as part of the team with regular and consistent communication, participating actively at all team meetings and supporting the ethos, philosophy and methodology of the therapeutic community model;
- Reports to the Team Leader for individual support, supervision, performance appraisal, client case review and working within the parameters of the Coolmine HR policies and procedures
- Ongoing review and evaluate the effectiveness of the services in collaboration with the Team Leader using internal statistics, emerging trends, client and staff feedback, quality peer reviews and audits responding to presenting client need and making recommendations for

future service development

- Participate in the manager on-call rota as laid down in the policy covering this area
- To work closely with the Team Leader and within the policies of Coolmine Therapeutic Community in order to ensure that a consistent delivery of service, quality standards and best practice are adhered to at all times
- To be actively engaged in continued personal and professional development and participate in relevant training and development courses as agreed with Team Leader
- To comply with all Health and Safety regulations and standard operating procedures relating to fire procedures, maintenance, critical incidents, safety for staff, etc. to ensure the effective safety and well-being of all clients and staff.

### **Person Specification**

#### **Education**

- Third Level qualification in Counselling/ Addiction studies or related field, Minimum of NFQ Level 7 Degree.

#### **Mandatory**

- Two years' experience working within the drug and alcohol field.
- Experience of working directly with service users.
- Experience of the implementation and evaluation of care planning.
- Experience in providing statistics and reports.

#### **Desirable**

- Experience in Line management Supervision and Performance appraisal.
- Experience of group facilitation.
- Experience of work in a Therapeutic Community.

#### **Knowledge & Skills**

- High Performing Project Worker as per Performance Appraisal
- Excellent Record Keeping
- Role Model the ethos of the therapeutic community and Coolmine values
- Can understand the dynamics and interface between the individual and the community.
- Can effectively implement work plans
- Can ensure confidentiality of records and security of same
- Have a "can do" attitude and a positive solution focused approach to problem solving and conflict resolution
- Understanding of the need for flexibility (at times) within the residential setting
- Strong Leadership Skills
- Skills to motivate and develop staff to deliver quality service
- Excellent communication and listening skills.
- Is clear and explicit about professional and personal boundaries.

- Clear written communication skills
- Uses assertive behaviour, demonstrating dignity and respect for self and others at all times.
- Capacity to work effectively under pressure

**Competences Required**

- Strong interpersonal skills
- Clear written and verbal communication skills
- Strong Leadership Skills
- Skills to motivate and develop staff to deliver quality service.
- Capacity to work effectively under pressure.
- Committed to meeting the needs of excluded and marginalised people.
- Ability to manage change and be responsive to evolving organisational change.
- Solution focused.

**Application Process:**

Interested candidates who meet the Person Specification requirements should send their CV & cover letter to Dylan Murphy, HR Coordinator on [Dylan.Murphy@coolminetc.ie](mailto:Dylan.Murphy@coolminetc.ie)

Please quote the application reference number **HR/DUB/SDL/SPW/0725**

The closing date for applications is **Thursday the 10<sup>th</sup> of July 2025.**

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

*Please find our Candidate Privacy Notice - <https://www.coolmine.ie/candidate-privacy-notice/>*

