

**JOB DESCRIPTION**

**Post Title: Drug and Alcohol Family Support Navigator**

**Reporting Line:** Neighbourhood Renewal Manager

**Hours of work:** 35 hours

**Salary: £28,770 pro rata per annum (£26,852)**

**Location:** USDT, 689 Springfield Road, Belfast, BT12 7FP

Term: Fixed term to 31st March 2027

**Summary of post:** This role will support individuals and families in the West Belfast area sustain their tenancies by giving direct support and assistance regarding drug and alcohol support.

The postholder will work and raise awareness of services and support that exist and ensure adequate signposting takes place.

**DUTIES AND RESPONSIBILITIES:**

1. **Main Duties/Responsibilities (Drug and Alcohol Family Support Worker)**

* To work directly with upwards of 250 families per year from across the targeted area of West Belfast.
* To host upwards of 20 drop-in sessions across the West Belfast area per annum to educate and raise awareness of the issues caused by drugs and alcohol and the support available.
* To carry out a series of community engagements via door-to-door consultations, leaflet and poster awareness and focus groups.
* To seek referrals from the West Belfast Community Safety Infrastructure and increase the number of referrals going to existing support services with drug/alcohol responsibility.
* To affirm and build on existing relationships with NIHE ASB Officers, Floating Support Workers and local Patch Managers to identify potential project participants, and those at risk of unsustainable tenancies through a recurring monthly meeting.
* Coordinate a dedicated campaign for young people in post primary schools, youth clubs and community settings to become more aware of the dangers of vaping, the prevalence of ‘spice’ in Vapes and other emerging themes.
* To carry out any administration duties associated with the post.
* To use the tenancy outcome star tool to chart this journey and change aligns to the 8 indicators of change.
* To ensure GDPR best practice

**GENERAL**

* USDT is an equal opportunities employer. The family support worker will always adhere to USDT’s equal opportunities throughout the course of employment.
* All duties must be carried out in compliance with USDT’s health and safety policy along with statutory regulations.
* Staff members will always treat those with whom they come into contact, in a courteous and respectful manner.
* All staff members will promote a positive image and reputation of USDT in dealings with others and ensure the on-going confidence of the public.
* Staff will demonstrate their commitment to USDT by their regular attendance and the efficient completion of all tasks allocated to them.
* The family support worker will maintain high standards of personal accountability.
* The family support worker will undertake other projects or tasks as required.

**Status of the Job Description**

This job description is not incorporated into the employee’s employment contract. It is intended as a guide and should not be viewed as an inflexible specification, and it may be varied from time to time in the light of strategic developments following discussion with the post holder. The post holder will be expected to work to objectives agreed with the line manager.

**JOB SPECIFICATION**

**ESSENTIAL CRITERIA**

* Experience and knowledge of supporting individuals and families.
* A clear understanding of drug misuse issues.
* A clear knowledge and understanding of existing drug and alcohol support services.
* A clear understanding of issues impacting the West Belfast area.
* Excellent ICT skills including proficient use of Microsoft Office applications.
* Excellent communication and interpersonal skills.
* Excellent organisation and administration skills.
* Ability to prioritise workload, use initiative and deal with sensitive issues.

**DESIRABLE CRITERIA**

* Experience in Community Development
* Experience with digital media/graphic design
* Experience in facilitating group sessions/workshops
* Experience of submitting funding applications
* Experience of budget management
* Knowledge and experience of data collection
* Experience in the delivery of community-based programmes/training