

**The County Wexford
Community based
Drugs Initiative**

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The County Wexford Community based Drugs Initiative

Proposal for Development and Co-ordination

Background

The South Eastern Health Board's Drug and Alcohol Misuse Prevention Strategy (April 1999) details a plan of action to combat drug usage in the South Eastern Health Board region. This Strategy has nine elements:-

1. Health Promotion & Prevention
2. Treatment & Rehabilitation
3. Research & Audit
4. Professional Staff Training
5. Expanding Demand Reduction Programmes
6. Development of Research Proven Interventions
7. Health Research Board
8. Peer Training Programmes
9. Local Co-ordination.

Local co-ordination is determined in the South Eastern Health Board's Strategy as follows:-

"It is recommended that a local co-ordinating committee on Demand Reduction Measures for Drugs be established in each Community Care Area. It is also proposed that the Chairperson or another nominated member of each local committee would join the Regional Committee".

THE COUNTY WEXFORD COMMUNITY BASED DRUGS INITIATIVE

Programme Objectives

- Increased Awareness of Drugs.
- Developing Strategies to Reduce Demand.
- Helping local communities to identify and respond to local needs.
- Development and implementation of community responses.
- To enhance the capacity of communities to address drug misuse in a collective way.
- To improve the quality of life of people affected by drug misuse.

Programme Structures and Staff

1. The Co. Wexford Co-ordinating Committee on Demand Reduction Measures for Drugs.

This group, which will be chaired by the Community Services Manager at the S.E.H.B., has management responsibility for the programme.

2. Community based Drugs Initiative Committees are to be established in the **Enniscorthy, Gorey, New Ross** and **Wexford** electoral areas. Each of these will take responsibility for additional sub-structures, if they are required to confront specific local needs, for example in **Bunclody, Clonroche, Davidstown** and **Taghmon**.
3. To employ two Community-based Drugs Project Workers. In line with the National Strategy, these staff will be employed by a community based organisation.

Representation

County Wexford Co-ordinating Committee

1. Co. Wexford Co-ordinating Committee shall be chaired by the Community Services Manager, **S.E.H.B.** and have sixteen members. One representative shall be nominated by each of the following agencies communities:
 - Chairman, Community Services Manager, S.E.H.B.
 - Gardai
 - Dept. of Social, Family and Community Affairs
 - Probation Services
 - South Eastern Health Board, Treatment Services
 - Ferns Diocesan Youth Service
 - County Wexford Partnership Company
 - Wexford Area Partnership Company
 - Bishop's Initiative, Diocesan
 - G.A.A.
 - Enniscorthy Area Community based Drugs Initiative
 - Gorey Area Community based Drugs Initiative
 - New Ross Area Community based Drugs Initiative
 - Wexford Area Community based Drugs Initiative
 - Education
 - G.F./I.M.O. Representative
 - Ex-officio member, Mr. Tony Barden, two workers.
- 1.2 Each of the **agencies/organisations** to be written to formally, giving details of what is the role of the management committee, the commitment required and inviting them to participate.
- 1.3 It is envisaged the committee would meet bi-monthly, on the same day and time.
- 1.4 The first meeting of the Co. Wexford Co-ordinating Committee for Drug Reduction Measures will take place in February. At that stage, the situation with the employment of the worker should be known.

Area Community based Drugs Committees

2. Each area (Enniscorthy, Gorey, New Ross and Wexford) shall establish its Community based Drug Committee. These Area based Committees will co-ordinate Prevention and Awareness Programmes for each area. Each area sends a representative to the County Co-ordinating Committee.
- 2.1 Representatives for each area committee are to be sought from the Agencies and Community Groups based in the Area. However, each committee should have no more than twelve members. A Chairperson and Officers should head-up the group and representatives should be sought from the following agencies/professions:-
 - Community Awareness of Drugs (C.A.D.)
 - Partnership Companies/Community Representatives

- Ferns Diocesan Youth Service
- Gardai
- C.D.P.
- Youth New Ross
- Gorey Youth Needs
- Parish Representative/Bishop's Initiative
- Doctor
- Pharmacist
- Schools
- South Eastern Health Board
- Treatment Service Providers i.e, Aisieiri
- Customs
- Local Authority Representative - Estate Management.

- 2.2 Each of the agencies/organisations are to be met and consulted with giving details of the initiative and its structures.
- 2.3 Support for, and commitment to the initiative is sought from each agency, inviting them to participate in the Area Community based Drugs Initiative.
- 2.4 Each of the agencies/organisations to be written to formally, giving details of what is the role of the management committee, the commitment required and **inviting** them to participate.
- 2.5 It is envisaged each Area would be meet monthly, on the same day and time each month.
- 2.6 The first meeting of each Area Community based Drugs Initiative will take place in March/April. At that stage, the situation with the employment of the worker should be known.

Recruitment of Workers

Two Community based Drugs Project Workers have been employed. Their responsibilities, supports and accountability are as outlined in the Job Description attached.

The positions were advertised in the Sunday Independent, The Echo and The People Group Newspapers.

The interview panel consisted of Hazel **Percival**, Tony **Barden** and **Seamus** Moore.

Programme Base

The programme will be centred in one location in a community building. The workers will be assigned specific geographic area responsibilities and will have the option of working out of a number of locations.

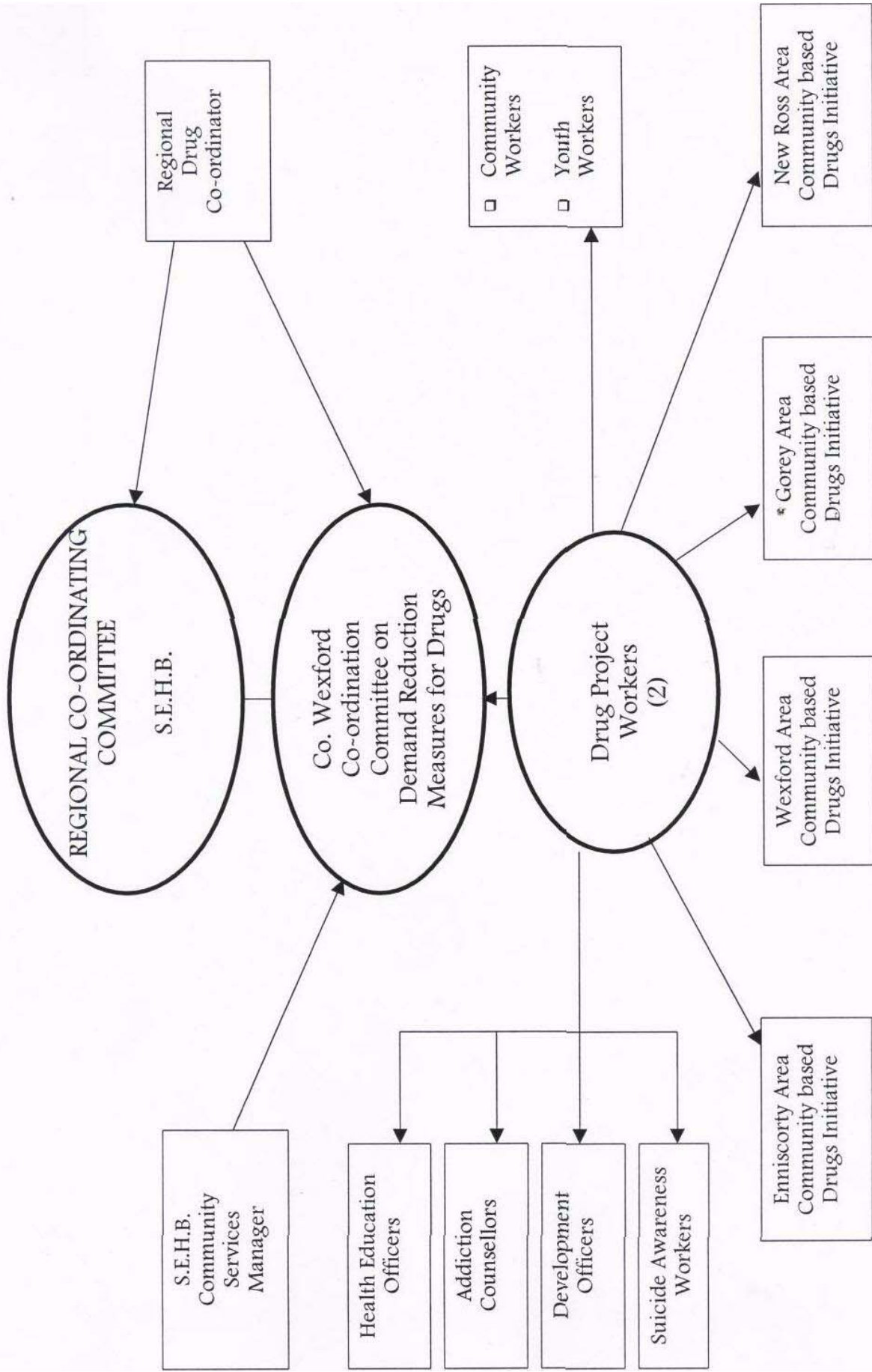
A separate telephone line will be installed and the project can access existing facilities (fax, photocopy etc.).

Work Plan

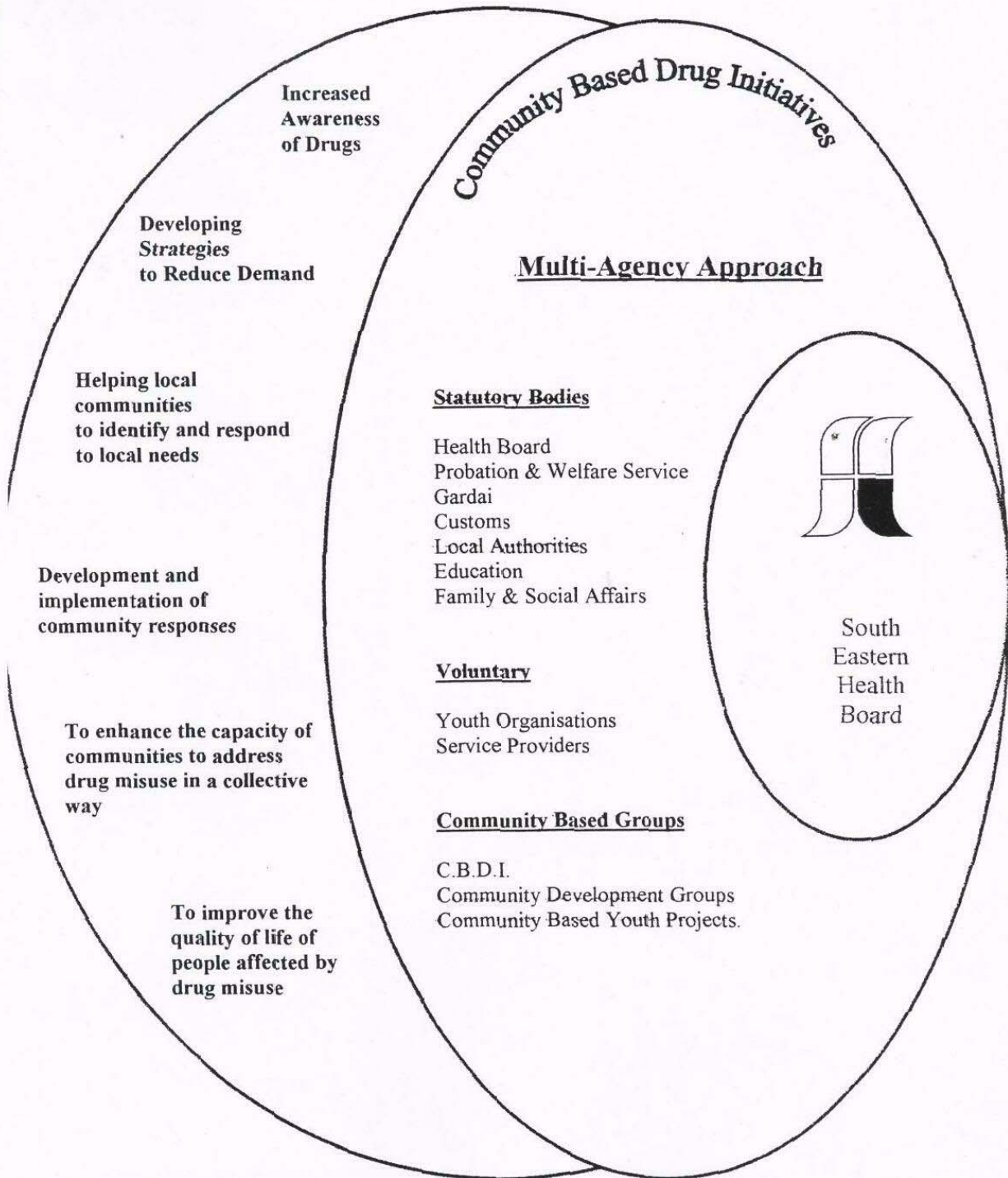
- An Information and Consultation Process with interested groups and communities currently operating will take place. This will ensure their commitment to the initiative and that their programmes are incorporated into the work plan for this programme.
- The County Co-ordinating Committee when convened will develop the work plan for the first three months. This will form the basis of the work for the Drugs Project Workers in the initial period of their employment.
- The Community based Drugs Project Workers when appointed, will continue the consultation process and in co-operation with the Co-ordinating Committee - Regional Drug Co-ordinator and the Support Agency propose and develop an Action Plan for County Wexford.
- The workers will formally convene each Area Committee, completing the consultation phase. The Area Committee will develop proposals for the Action Plan and implement interim programmes based on identified needs.
- Ratification of Action Plan by County Co-ordinating Committee followed by ongoing monitoring and adaptation.

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CO-ORDINATION STRATEGY FOR WEXFORD

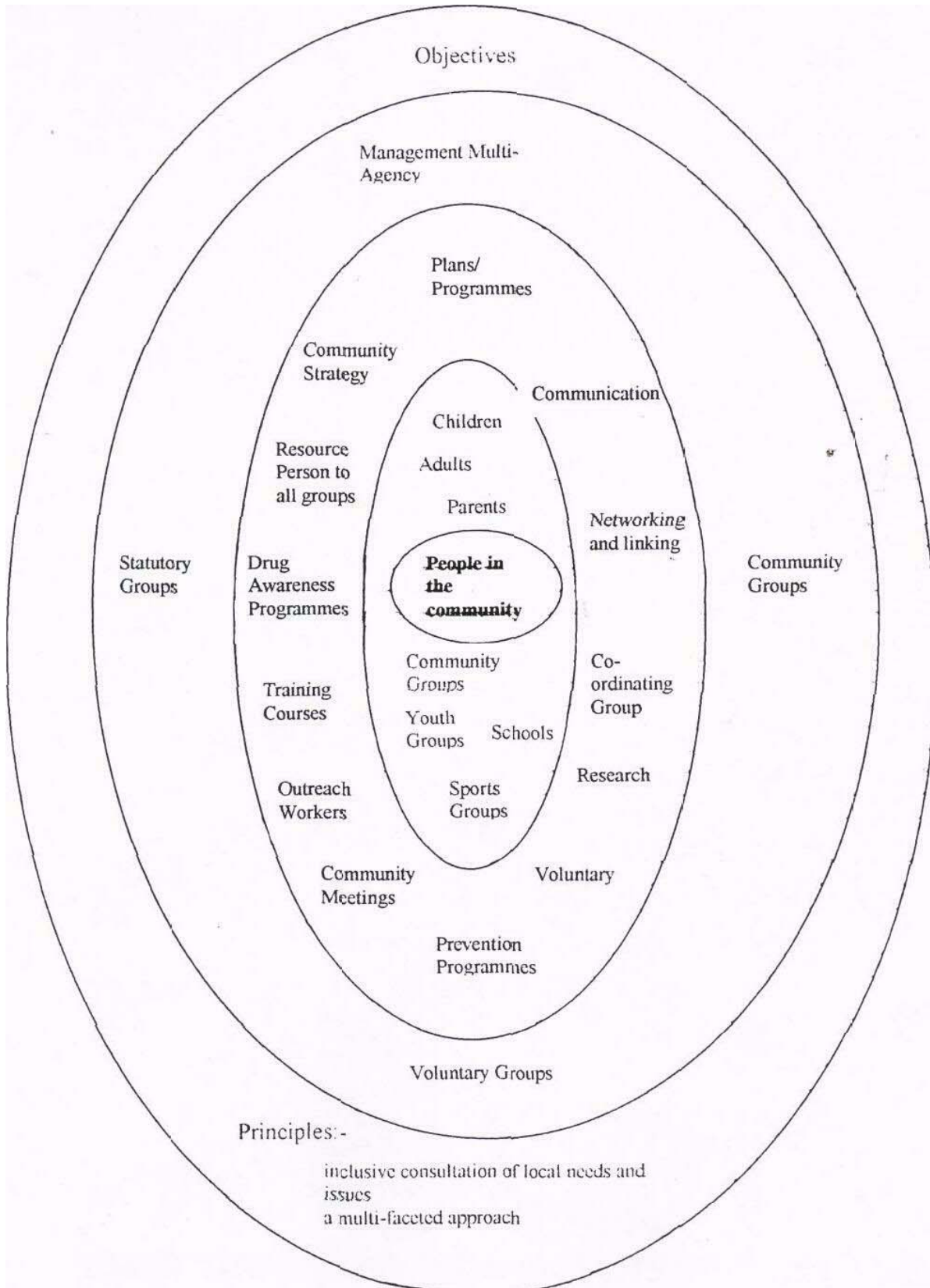


Drug Strategy



Drugs Strategy

Community Based Drug Projects/Initiatives



Co. **Wexford** Co-ordinating Committee on Demand Reduction Measures for Drugs

Terms of Reference

- To develop policy and implement community initiatives on Demand Reduction Measures for Co. Wexford.
- To compile a profile of all existing or planned services and resources available in the area to combat drugs.
- To act as a forum for co-operation between the various agencies, community, voluntary and statutory, involved in Demand Reduction Measures for Drugs.
- To make regular reports to the Co-ordinating Committee of the South Eastern Health Board on Demand Reduction Measures for Drugs.
- To advise the Regional Co-ordinating Committee on changing trends in substance misuse.

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Community based Drugs Initiative

Area Committees

Terms of Reference

- To assess needs in the area and co-ordinate the implementation of appropriate programmes in accordance with the policy of the Co. Wexford Co-ordinating Committee.
- To develop an Annual Workplan for the Community based Drug Initiative in the area in accordance with the Co. Wexford Co-ordinating Committee.
- To meet bi-monthly to monitor progress, re-assess and plan.
- To elect one representative to attend the Co.Wexford Co-ordinating Committee on Demand Reduction Measures for Drugs.
- To submit regular reports to the Co.Wexford Co-ordinating Committee on Demand Reduction Measures for Drugs.

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County Wexford Community based Drugs Initiative

Job Description

Community based Drugs Project Worker

County Wexford Community based Drugs Initiative

The County Wexford Community based Drugs Initiative is a multi-agency response to combat drug use in the County Wexford region of the South Eastern Health Board. In accordance with the South Eastern Health Board ‘*Drug and Alcohol Misuse Prevention Strategy*’ published in April 1999, this initiative promotes the establishment of the Co. Wexford Co-ordinating Committee on Demand Reduction Measures for Drugs. When constituted in October 1999, this committee takes management responsibility for the initiative and oversee the development and functioning of the four Community based Drugs Initiative Programmes to be located in the **Enniscorthy, Gorey, New Ross** and Wexford areas of County Wexford.

Objectives

- Increased Awareness of Drugs.
- Developing Strategies to Reduce Demand.
- Helping local communities to identify and respond to local needs.
- Development and implementation of community responses.
- To enhance the capacity of communities to address drug misuse in a collective way.
- To improve the quality of life of people affected by drug misuse.

Position Title

Community based Drugs Project Worker.

Position Summary

Two Community based Drugs Workers will be employed for this initiative in Co. Wexford. They will have responsibility for servicing the functioning of the Co-ordinating Committee, and to develop and implement the initiative in Co. Wexford. They will also liaise with the local communities and communities of interest, to develop Area based Committees and coordinate the delivery of a range of programmes, identified as being appropriate to meet local needs.

The initiative will be based in a central location. Each worker will work from that central base. They will work together as a team, to ensure that all elements of the programme outlined in this job description and the programme brief are effectively achieved.

The methodology used is that of consultation and collaboration. Local community based needs inform all actions. Community based adults must be actively involved in the process. This, with the multi-agency approach, ensures that the programme is centrally placed to respond to proven identified needs and act in accordance with [S.E.H.B.](#) and National Strategies.

The Community based Drugs Project Workers will be employed by the Community based Organisation, Ferns Diocesan Youth Service. They will work to the instruction of the Co. [Wexford](#) Co-ordinating Committee. The Director of the Ferns Diocesan Youth Service will provide support and supervision.

Duties and Responsibilities:

(a) Programme Responsibilities

- To increase awareness of issues relating to drug misuse in Co. Wexford.
- To build and develop relationships which will facilitate effective work with the people in local communities.
- To engage in practical outreach work.
- To recommend initiatives to develop and provide new programmes to meet specific needs for drug related issues.
- To co-ordinate and support the development and structuring of the Area Community based Drug Initiatives (CBDIs) and provide ongoing support for the committee.
- To act as a resource person to the Area based Community based Drug Initiatives (CBDIs) in the Enniscorthy, Gorey, New Ross and Wexford areas.
- To establish and maintain contact with parents/guardians, families and young people in a supportive way.
- To recruit, train and support a team of local volunteers in the delivery of the work of the initiative.
- To work with the local communities in identifying and responding to drug related needs.
- To liaise and work with other voluntary Community Groups and Statutory Agencies working with people in the county.
- To prepare and present plans to the County Wexford Co-ordinating Committee on Demand Reduction Measures for Drugs and the four Area Community based Drug Initiatives (CBDIs).
- To provide regular reports to the County Wexford Co-ordinating Committee on Demand Reduction Measures for Drugs and the four Area Community based Drug Initiatives (CBDIs) on the progress of the work.
- To attend meetings, as required.
- To provide all administrative support required by the County Wexford Coordinating Committee on Demand Reduction Measures for Drugs and the four Area Community based Drug Initiatives (CBDIs).
- To keep the Co. Wexford Co-ordinating Committee on Demand Reduction Measures for Drugs informed of policy development in relation to drugs.
- To assist in the ongoing evaluation of the programme.
- To conduct research, as appropriate.
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(b) Team Responsibilities

The Community based Drugs Project Workers appointed will work together as a team and in addition to the responsibilities in (a) share whole team responsibilities with the County Co-ordinating Committee on Demand Reduction Measures for Drugs and the Area C.B.D.I.'s. The County Co-ordinating Committee in line with overall direction and plans for the initiative will agree these responsibilities.

These will include contributing to:-

- The agreement of an overall vision for the initiative.
- Developing policies to enable the initiative achieve its plans.
- Insuring communication of vision, plans and policies with all elements and agencies involved in the programme.
- The development of good human resource practice in the interest of high quality work for this initiative.

Administrative Duties

1. To submit written reports with evaluation of the programme design and implementation to the Co-ordinating Committee.
2. To document all meetings, research findings etc. To submit these with progress reports to the Co-ordinating Committee.
3. To prepare Action Plans and work schedules in line with instructions issued by the Co-ordinating Committee, and finalise and operationalise these in support and supervision meetings with the employer.
4. To assist in the preparation of an Annual Report for the initiative.
5. To adhere to the keeping of records and to Health and Safety Practices, as determined by the employer.
6. To develop and maintain comprehensive administrative records for the programme, such as requisitions, petty cash returns, expenses, session evaluation, time records, holiday requests etc., as determined by the employer
7. To attend meetings at the request of the Co-ordinating Committee. Flexible working hours will be essential.

Skills and Experience

The Community based Drugs Project Worker will have experience in working in a community context and delivering programmes in several of the following disciplines -Drug Prevention and Awareness, Community Care, Health Education, Community Development and Youth Work.

The person will have extensive face-to-face experience and proven knowledge of project development, implementation and evaluation.

Proven knowledge of needs analysis, group work, education methods, tracking systems, data processing and the training and support of community adults, is desirable.

Education and Training

A Third Level Qualification or its equivalent in a Health, Education or a Social Studies discipline is required. A complete working knowledge of computers systems, software, e-mail and the Internet is needed.

Motivation and Social Skills

The Community based Drugs Project Worker will be enthusiastic, flexible and committed to working with adults and young people in the community. The worker must be able to demonstrate a high level of leadership and initiative and be a fluent communicator in both the written and spoken word. Regular report writing and group facilitation will be a feature of this work.

Working Conditions

The Community based Drugs Project Worker will initially be offered a fixed term contract for one year. This may be renewed subject to the renewal of funding and the successful completion of an annual appraisal.

A probation period of six months will apply.

Salary

The salary will commensurate with experience.

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Co. Wexford Community based Drugs Initiative

Interim Terms of Reference for the Support Agency

- To collaborate with the S.E.H.B. Manager for Community Services and the Regional Drugs Co-ordinator, to develop and oversee the implementation of the initiative in County Wexford.
- To collaborate with the above, to manage the recruitment and interview process for the two workers.
- To employ the two Drugs Project Workers and provide appropriate support and supervision to enable them deliver the programme as outlined in the job description for the position.
- To provide induction training for the Drugs Project Workers.
- To conduct a quarterly appraisal of the programme with the two Drugs Project Workers.
- To ensure that the programme remains within budget and that accurate financial records are maintained.
- To ensure that all plans, reports and accounts are prepared for the South Eastern Health Board and the County Co-ordinating Committee, as required.