

## **JOB DESCRIPTION**

### **PROGRAMME OFFICER – TREATMENT, REHABILITATION AND REINSERTION**

#### **NATIONAL ALCOHOL AND DRUG ABUSE PREVENTION PROGRAMME (NADAPP) MINISTRY OF HEALTH**

**Position** : **Programme Officer – Treatment, Rehabilitation and Reinsertion**

**Reports to** : Designated Officer

**Job Summary:** The incumbent is responsible for planning, organizing and co-ordinating the treatment, rehabilitation and reinsertion/re-socialization programmes/projects systems of the National Alcohol and Drug Abuse Prevention Secretariat. Work involves identifying physical technical, managerial and other constraints to the effectiveness and efficiency of Residential and Non-Residential Treatment/Rehabilitation systems; developing and implementing appropriate plans to address the constraints; monitoring of systems to ensure their effective management and operations. Liaising with Government Ministries, Departments and Agencies, private sector and Non-Governmental Organisations in designing and executing programmes.

Assignments are received from the Co-ordinator, but the employee is to exercise a considerable degree of initiative and independence within the framework of Ministerial/departmental policy, objectives and procedures. Work is reviewed by the Co-ordinator through discussions and evaluation of reports for efficiency and adherence to policy.

#### **Key Duties and Responsibilities**

- Plans, organises and co-ordinates programmes and projects for the further development of treatment, rehabilitation and reinsertion systems.
- Visits Treatment, Rehabilitation, correction institutions and other agencies/organisations in connection with the promotion of effective and efficient treatment, rehabilitation and reinsertion programmes.
- Serves on various committees and boards and attends meetings of relevant agencies/organisations.

- Liaises with State, Private and Non-Government/Community Based Organisations in the development and execution of treatment/rehabilitation and reinsertion programmes.
- Participates in the organization of and conducts seminars, workshops and lecture sessions on alcohol and drug abuse.
- Assists in the research of Alcohol and Substance Abuse issues.
- Performs related work as may be required.

### **Required Knowledge, Skills and Abilities**

- Considerable knowledge of the management and operations of treatment and rehabilitation institutions and reinsertion programmes.
- Considerable knowledge of alcohol and drug abuse prevention systems and programmes.
- Knowledge of the various methods of treatment and rehabilitation utilized in Substance Abuse Treatment, Rehabilitation Reinsertion programme.
- Knowledge of relevant laws pertaining to treatment and rehabilitation of substance abusers.
- Ability to establish and maintain effective working relationships with other employees, associates and the public.
- Ability to communicate effectively, both orally and in writing.

### **Minimum Qualifications, Education and Experience**

- Considerable experience in Social Work, as may have been gained in the area/s of Treatment, Rehabilitation/Reinsertion of Substance Abusers.
- Training as evidenced by a Bachelor Degree in Social Work or related field.
- Further training as evidenced by a Post Graduate Diploma with specialization in the Management of social services agencies would be a definite asset.
- Experience with various forms of computer applications software.
- Any other relevant combination of training and experience.