 

**Recovery Education Facilitator**

**(Expert by Experience)**

**Community Healthcare Organisation 7**

**Job Specification and Terms and Conditions**

**Recovery Education Facilitator CHO 7**

**Specified Purpose Contract – 24 Months part time (26 hours) at Grade III, Point 3 (€26,615 Pro Rata)**

**Please Quote Ref No: 2021-028**

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| **Job Title** | Recovery Education Facilitator |
| **Posts Available** | 1 Part Time - 26 hours per week. (**Monday Tuesday, Wednesday and Friday morning).** |
| **Closing Date** | Tuesday, 14th December at 4pm. Applications received outside this time will not be considered. |
| **Proposed Interview Date** | Interviews will be held week commencing Monday, 17th January 2022 |
| **Location** | CHO7 (Dublin South Central, Kildare and West Wicklow) Mental Health Service |
| **Base** | Kilcock, Co. Kildare |
| **Employer** | Mental Health Ireland  |
| **Organizational Area** | Community Healthcare Organisation 7 - Dublin South Central, Kildare and West Wicklow (CHO7) |
| **Reporting Relationship** | Recovery Educator CHO7   |
| **Informal Enquiries** | Valerie Maguire; CHO7 Recovery Educator valerie@mentalhealthireland.ie |
| **Purpose of Post** | The continued development of recovery orientated services is a key priority of mental health services. The development of the Framework for Recovery in Mental Health 2018- 2020 sets out an understanding of recovery and recovery orientated services, the core values that underpin it and the actions and measures that support such a service. This is also in line with Living Life Well / Goal 5 of Mental Health Ireland’s strategy – Empowerment – from Ideas to Actions (2019 – 2021). Community Healthcare Organisation7 (CHO7 - Dublin South Central, Kildare and West Wicklow) is committed to the development and delivery of a comprehensive prospectus of Recovery Education to be delivered right across our Area. This role is an integral part of achieving this goal. The Recovery Education Facilitator will support the development and delivery of recovery education across CHO 7* To co-facilitate the delivery of a wide range of recovery education programmes.
* To participate in the co-production of recovery education programmes.
* To plan and coordinate the co-production and co-delivery of recovery education to specific groups or in specific locations.
* To work under the direction of the Recovery Education Co-ordinator and Peer Educator.
* To participate as an Expert by Experience in Recovery Education initiatives.
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| **Eligibility criteria and qualifications** | Essential:The successful candidate must demonstrate:* Commitment to recovery informed by relevant lived experience or family member mental health experience.
* Strong and demonstrable experience of group facilitation or similar engagement processes with service users and family members as relevant to this role.
* Excellent IT and Administration Skills

Desirable:* Experience of active involvement in mental health recovery education.
* Appropriate facilitation/co-facilitation qualifications or equivalent (for example WRAP, Recovery Principles & Practices, Recovery Education modules)
* Experience in online workshop delivery and administration.
* QQI Level 6 Training, Delivery and Evaluation Skills or equivalent.

Other Requirements* Appropriate references.
* Garda Vetting Clearance
* Access to transport and ability to travel as required.
* Willingness to train in specific programmes as relevant to the post, for example, Recovery Principles & Practices Workshops (1&2), WRAP, Recovery Education modules, and ensure fidelity to Recovery Education principles.
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| **Skills, competencies and/or knowledge** | Relevant knowledge* A clear understanding of recovery in mental health.
* An understanding of the role of education in mental health recovery.
* Demonstrate an understanding of approaches to adult education and training.

Skills* Ability to work cooperatively as part of a team.
* Excellent Administration skills.
* Capacity to work on own initiative and seek support as required.
* Problem-solving and adaptability skills.
* To have a working knowledge of IT including the use of Zoom, MS PowerPoint, MS Word and MS Excel.
* Time management skills.
* Excellent attention to detail.
* Ability to work on own initiative.

Planning and Organising* Experience of planning and organising (events, people, resources etc.)
* Commitment to the provision of a quality service including knowledge of evaluation techniques, working to standards, and commitment to professional development.

Communication and Interpersonal skills* Demonstrate excellent interpersonal and communication skills.
* Effective presentation and facilitation skills in a variety of settings (including online) and using varied techniques suitable to the audience.
* The ability to interact professional manner with other staff and key stakeholders.
* Confidence and competence in public speaking
* Demonstrate experience in adult learning and group facilitation including online.
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| **Principal Duties and Responsibilities** | * To co-produce and co-facilitate the delivery of recovery education programmes both online and in person.
* To participate in and collaborate on the co-production and co-delivery of recovery education modules, material and training.
* To collaborate with others in the planning and arranging of recovery education programme delivery in specific locations in the region and online.
* To maintain all of the project’s IT needs as required for the delivery of Recovery Education programmes both online and in person.
* To maintain, monitor and store relevant information on participants in line with current legislation.
* To provide feedback and information to the HSE on all recovery education activity and outcomes as required.
* To support the collection of relevant recovery education data at a local level.
* Work in accordance with best practice in recovery principles as outlined in ‘A Framework for Recovery in Mental Health 2018 – 2020’
* Support the empowerment of service users and family members/supporters through their participation in Recovery Education.
* To work in accordance with all policy, procedures and statutory requirements of the HSE and Mental Health Ireland.
* To participate on and input into Service Improvement committees and initiatives as an Expert by Experience locally and nationally on occasion and as agreed.

The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned from time to time and to contribute to the development of the post while in office.  |
| **Competition specific selection process** | Short listing will be carried out on the basis of information supplied in your curriculum vitae and letter of application at the closing date.The criteria for short listing is based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and knowledge section of this job specification. |
| **Tenure** | 24 months fixed term.  |
| **Remuneration** | In line with HSE Grade III, Point 3 (Oct 2020 €26,615 Pro Rata) |
| **Annual leave** | 24 days pro rata |
| **Probation** | 6 month probationary period |