



Job Specification and Terms and Conditions

Integrated Exercise Effect Coordinator

Community Health Care (CHO 9)

Please Quote Ref No: 2024-006 when applying for this position

To apply for this position, please submit a cover letter setting out your reasons for applying for the position along with your Curriculum Vitae to recruitment@mentalhealthireland.ie

Job Title	Integrated Exercise Effect Coordinator.
Working Week	37 hrs per week. The role demands flexible working hours.
Closing Date	Closing date for receipt of applications is 12 noon on 19 th March 2024. Applications received outside this time will not be considered.
Proposed Interview Date(s)	Interviews will be held week commencing 25 th March 2024.
Location	North Dublin City & County with some Remote Working.
Reporting to	Mental Health Ireland and HSE Mental Health mentor
Employer	Mental Health Ireland.
Organisational Area	CHO9
Informal Enquiries	Please contact David Gavin HSE Health Promotion and Improvement Officer on 08745 30709 or david.gavin@hse.ie
Position Summary & The Person	<p>Mental Health Ireland (MHI) is a national voluntary organisation with a dynamic team and a network of Mental Health Associations (MHAs) active throughout the country. MHI aims to promote mental health, wellbeing & recovery using a process called coproduction to ensure that the voices of the end user are heard at all stages of programme development.</p> <p>As an employee of Mental Health Ireland, the Integrated Exercise Effect Mental Health Coordinator will hold overall responsibility for the direct delivery and the coordination of the programme in a designated geographic region in CHO Dublin North City and County. The Coordinator will assist in the delivery of individualised recovery orientated physical activity for individuals who access Child and Adolescent Mental Health Services at group and individual level. The Coordinator will also provide line-management and supervision to one Exercise Effect Practitioner. This will be supported by partners in HSE Health and Wellbeing and HSE Mental Health Service in CHO Dublin North City and County.</p>

Qualifications

Eligibility criteria	We are looking for an organised and focused individual, with great people skills. Candidates should possess an awareness of the importance of the coordinated multi-disciplinary care, acknowledging their own limitation in expertise/qualification to address certain matters that may arise. The successful candidate will be required to successfully organise and manage a caseload and work as part of a multi-disciplinary team. They must be capable of line managing one Exercise Effect Practitioner while maintaining relationships with all key stakeholders. They should be capable of liaising with outside agencies (e.g. local leisure facility providers / voluntary organisations)
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	<p>and advocate on behalf of and in collaboration with the service user with regard to engagement in independent physical activity. The Programme Coordinator must be prepared to work some evenings/weekends if required.</p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> • Level 7 qualification in exercise or health related field with a focus on exercise, physical activity, and working with special populations. • Candidates should have a minimum 6 months experience of working directly with group and individual programmes in the context of physical activity, screening, assessing and designing physical activity-based programmes. • Level 3 Register of Exercise Practitioners (REPS) or equivalent. • Candidates should hold a current clean driving license in respect of category B vehicles and access to own car. • Line management experience. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Experience of working with children and/or adolescents. • An understanding of commonly encountered mental health issues, the mental health services, structures and management. • Understanding of recovery as it pertains to the mental health context, and current policies. • Experience of coaching/leading sports activities with people of differing abilities and vulnerable groups, people with mental health challenges and/or other long-term illnesses. • Experience in line management or team leadership role in previous employment. • Experience of assessing and advising on healthy lifestyle issues. • Accredited education or training in clinical exercise prescription, in behaviour change approach (e.g. Motivational Interviewing) and First Aid Training.
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Responsibilities

Planning and Implementation	<ul style="list-style-type: none"> • Coordinate, plan and deliver the Exercise Effect Programme in Dublin North City and County. • Develop and work with Mental Health Teams knowledge on how to identify referrals suitable for the programme. • To assess individual's suitability for physical activity, adhering to American College of Sports Medicine (ACSM) guidelines, and liaison with appropriate clinical professionals to manage risk of the individual in line with HSE safety standards. • To adhere to appropriate physical activity guidelines on prescription for mental health populations. • To co-produce physical activity programmes with individuals specific to their needs, self-identified goals, and any possible limitations whilst maintaining an overall focus on sustainable behaviour change. • To plan and deliver a range of physical activity interventions, taking into account the differing abilities of people accessing the programme across relevant settings.
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	<ul style="list-style-type: none"> • To maintain accurate clinical records in relation to assessment, progress, discharge for all individuals in accordance with MHI, HSE Confidentiality GDPR policies • Identify support needs to ensure maximum engagement in improving health and well-being outcomes. • To lead physical activity and sport sessions with individuals and groups. • To continually review and evaluate progress, care plans and risk assessments making suitable alterations to care plans/ physical activity strategies accordingly. • Provide service users with continuity and a coordinated experience of care, remaining the point of contact throughout the individual's social prescription journey. • To be aware of an individual's history/background/culture and take this into account when co-designing physical activity programmes and managing risk as appropriate. • To promote recovery and support individual choice and maximum independence, respecting individual's beliefs and ensuring privacy & dignity. • Implement a monitoring and evaluation plan, commission evaluation and document evidence of individual health outcomes. • Document and report on progress with the project (gather/collect quantitative and qualitative data to support project evaluation).
Line-Management	<ul style="list-style-type: none"> • Line-manage and provide 1:1 support to Exercise Effect Practitioner • Manage workload, time, annual leave and travel expenses.
Stakeholder Relationships	<ul style="list-style-type: none"> • To participate in regular reporting to Clinical Mentor (HSE) and project steering committee (HSE, MHI) where relevant and appropriate. • Building effective relationships with key stakeholders, including healthcare professionals, community and voluntary organisations and members of the Advisory Group • Liaise with outside agencies and advocate on behalf of, and in collaboration with service users to facilitate independent and community-based physical activity, providing guidance or accompaniment to service users where appropriate. • To engage with and facilitate research in relation to physical activity innovation between key stakeholders (Mental Health Ireland, Mental Health Services) • Prepare regular reports and presentations on the progress of the project to relevant stakeholders.
General Duties	<ul style="list-style-type: none"> • To adhere to Register of Exercise Professionals (REPS) or equivalent codes of conduct and guidelines in carrying out duties. • To demonstrate a broad knowledge of physical health challenges and highlight/address concerns around any identified contraindications to exercise with clinical colleagues. • To exercise good personal time management, punctuality and professionalism at all times. • To participate in regular supervision, appraisal and education identified by MHI Human Resource Department. • Undertake any other relevant and related duties that may be required by MHI.

	<ul style="list-style-type: none"> The successful candidates will be responsible for ensuring that the work they undertake is conducted in a manner which is safe to themselves and others. They will adhere to the advice and instructions on Health and Safety matters given by their MHI line manager and the HSE Clinical Mentor. It is the successful candidate's responsibility to report Health and Safety hazards to their MHI Line manager and HSE Clinical mentor. The successful candidate is expected to comply with the appropriate policies and procedures MHI and HSE associated with this post.
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Skills and Competencies

Competencies	<ul style="list-style-type: none"> Have compassionate and empathetic skills to supportively engage with service users referred to the service. Be able to work on own initiative, as part of a team and manage to co-ordinate multiple responsibilities. Have an ability to gain people's trust and understand/appreciate diverse groups. Maintain the highest level of confidentiality, discretion and professionalism at all times. The ability to manage clinical situations/interactions with service users with complex mental health needs. Strong organisational and project management skills. Self-motivated and able to initiate actions. Proficient in collaborating and managing relationships with multiple stakeholders, clients and funding organisations. Excellent IT skills. Good presentation and facilitation skills. Effective communication and reporting skills. A proven understanding of safeguarding for children and vulnerable adults with the ability to implement relevant policies and procedures. <p>Ability to lead and support the Integrated Exercise Effect MH Practitioner.</p>
Planning and Managing Resources	<ul style="list-style-type: none"> Possess the necessary organisational and planning skills to ensure available resources are optimised to sustain and enhance the service. Excellent time management skills. Ability to strategies, prioritise and schedule activities to ensure achievement of project objectives in the short and long term. Project management /delivery experience. Demonstrate the ability to evaluate complex information from a variety of sources and make effective decisions. <p>Demonstrate effective problem solving and decision-making skills.</p>
Team Player	<ul style="list-style-type: none"> Have the ability to work independently as well as part of a wider team, building and maintaining relationships and understanding and valuing individuals and their respective professional roles. Maintains open communication channels with team members and others as appropriate. Reacts constructively to setbacks and is able to both give and receive feedback.

Commitment to Providing a Quality Service	<ul style="list-style-type: none"> • Must possess excellent verbal and non-verbal communication skills. • Communicates at the appropriate level for and modifies language for the listener. <p>Excellent professional interaction skills with the ability to develop effective working relationships with others, motivate others and collaborate effectively as part of a multi-disciplinary team.</p>
Communication and Collaboration	<ul style="list-style-type: none"> • The Coordinator fosters open communication and has excellent verbal and non-verbal communication skills. • Communicates and educates at the appropriate level for and modifies language for the listener. • Excellent professional interaction skills with the ability to develop effective working relationships with others motivate others and collaborate effectively as part of a multi-disciplinary team. <p>Motivation and an innovative approach to the job.</p>
Advocacy	<ul style="list-style-type: none"> • Collaborates with individuals to assess their needs, set goals, and develop skills, review progress and foster change. • Excellent problem-solving skills and uses these to help individuals achieve personal goals and maximize their full potential. Advocates and campaigns for the best interests of clients at all times.

Terms	<ul style="list-style-type: none"> • This post is offered on a weekly 37-hour basis, with flexible working hours including some evening work Continuanace is subject to funding from our funders. • Location of the post holder will be in Mental Health Services in CHO DNCC and will include some remote working. • Access to a car and full driving licence is required. • Appropriate references. • Garda clearance.
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Application Process	<ul style="list-style-type: none"> • Applicants are required to send their CV and a Cover letter highlighting the following: <ol style="list-style-type: none"> 1. How you meet the requirements of this role? 2. What about this role enticed you to apply? • Applications can be sent to recruitment@mentalhealthireland.ie. Please submit a cover letter setting out your reasons for applying for the position along with your Curriculum Vitae to. Please Quote Ref No: 2024-006 when applying for this position
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Tenure	This is a 12 Month Specified Purpose Contract.
Benefits	<ul style="list-style-type: none"> • Employee Assistance Programme. • Bike to Work Scheme. • Good Friday is a Privilege Day (Day off) • Defined Contribution Pension Scheme. • Incremental Pay Scale in place.

Remuneration	<p>The salary for this post is analogous with HSE 2020 Salary Scale plus 8%, in line with October 2023 WRC agreement on Section 39 Pay.</p> <p>Grade IV, Point Four €33,508 (plus the 8%). The Salary for the post will be €36,188 (inclusive 8%).</p>
Annual leave	26 days.
Probation	6-month probationary period.