**South Dublin County Partnership**

**Mental Health Coordinator**

A vacancy has arisen for a Mental Health Coordinator in South Dublin County Partnership. South Dublin County Partnership is a Local Development Company primarily funded by the Irish Government to bring together local communities and state agencies to tackle the problems of unemployment and social exclusion. We develop projects and services to support sustainable and vibrant communities where people can realise their potential and experience a high quality of life. The focus of our activities is on areas where people experience disadvantage. Our programmes of work are organised across key thematic areas: Community Development, Enterprise & Employment, Lifelong Learning, Children & Families, Health & Well Being.

**Health and Wellbeing programme**

The Mental Health Coordinator will be based within the Health and Wellbeing Programme. The health and wellbeing programme consists of several programmes across South County Dublin. This includes Social Prescribers, Counsellors, Health Coordinators, Roma Health Workers, Healthy Food Made Easy Coordinator, and the Tallaght and Alcohol Drugs Task Force.

**Background**

The role of the Mental Health Coordinator is to manage, support, organise and develop mental health education programmes including Heads UP in South County Dublin.

The main area of work will be to manage the Heads-Up programme (<https://www.heads-up.ie>)

Heads UP is an interagency programme - managed by the South Dublin County Partnership and funded by the HSE- developed to provide a coordinated response to men who are in distress.

The programme aims to help develop the participants’ resilience and assist them to engage with local education, employment, and mental health services so that they can be supported to improve their current circumstances.

The key objectives are to provide a resource to men by way of a training programme that engages them on a bi-weekly basis and to facilitate statutory and non-statutory organisations to work together. In working together to develop and facilitate Heads UP it is expected that the

organisations will become more familiar with each other’s services and in turn, provide a more comprehensive response to men who find themselves in difficult financial and social situations.

**Mental Health Coordinator Job Description**

Managing the day to day running of the Heads-Up programme.

Leading a team of staff to include recruitment, training and ongoing development and support and supervision.

Support and administer the continued development of the interagency advisory group.

To monitor and evaluate programme outcomes

To provide regular reports and updates to the HSE and the advisory.

To network with other relevant organisations

Identifying, liaising with, and supporting guest facilitators and being responsible for the practical organisation of the sessions e.g. meeting room, food for breaks.

Keeping records, preparing reports, and participating in review and evaluation sessions as required.

Updating the Service Level Agreements with the funders and other CHO7 Partners.

Supporting and working with other Heads UP Coordinators in CHO7

Organising invoices and payments, petty cash, and keeping abreast of funding balances.

To provide guidance and support regarding mental health policies within SDCP.

To direct staff to appropriate local supports for clients in need of mental health supports.

To be an advocate for mental health in the workplace.

There may be other tasks given at the discretion of the Health and Wellbeing Manager.

**Suitable candidates must have:**

Recognised qualification in mental health, or social work.

Experience in community development or adult guidance.

Experience of working in a group setting.

Experience in developing adult guidance plans with individuals.

Strong interpersonal skills.

Excellent presentation and facilitation skills.

Basic administration skills i.e. Microsoft Office Word and report writing.

Clear knowledge and understanding of Wellness Recovering Action Planning principles.

Garda Vetting may apply to this role

 **Health:**

The appointee must be fully competent and capable of undertaking the duties attached to the position and be in a state of health such as would indicate a reasonable prospect of competence and ability to render regular and efficient service in SDCP.

**Salary:**

The salary for this position will be based on each individual qualification and experience and.

**APPLICATION PROCESS**

**Postal Applications:**

Applicants should pay particular attention to the essential and desirable criteria in the job description, your suitability and why you are the best candidate for this post in question. Please send three copies of your up-to-date detailed CV and cover letter marked **Mental Health Coordinator post Job Ref. 36/2021** and should be addressed to:

Administration & Operations Department,

South Dublin County Partnership,

Unit D1,

Nangor Road Business Park,

Nangor Road,

Dublin 12.

**Email Applications:**

Email your CV and cover letter to jobs@sdcpartnership.ie – subject box to be marked **Mental Health Coordinator Job Ref. 36/2021**

**Closing date for receipt of applications: Wednesday 29th September 2021 at 12.00 noon**

Please provide the names, address, occupation, and contact details of two referees. (Contact will not be made without prior notification to you). Please note that no individual correspondence will be entered.

Late applications cannot be considered. Short listing of candidates will apply.

**South Dublin County Partnership is an Equal Opportunity Employer.**