

DLDC - Job Description

COMMUNITY HEALTH WORKER – UKRAINIAN REFUGEE

Job Title:	Health Support Officer – Ukrainian Refugee
Reporting To:	New Communities Manager
Employer:	Donegal Local Development CLG (DLDC)
Main Purpose of Role:	DLDC aims to work with people displaced from Ukraine who have come to Donegal seeking safety because of the war in Ukraine. The Health Support Officer will support and empower individuals and the community to build their capacities for the enhancement and improvement of the health & wellbeing and integration into the community. They will be required to meet with community groups and their representatives on a one to one setting and/ or a group setting to provide advice, guidance and development support.
Conditions of Work:	<ul style="list-style-type: none"> • The Health Support Officer will be required to work 35 hours a week. • Performance in role will be discussed throughout the period of cover. • This contract term is of fixed term duration up to 31st December 2023 and is subject to funding.
Salary	Project Officer level remuneration
Main Duties	
You will be required to...	
1	<p><i>Key Responsibilities</i></p> <ul style="list-style-type: none"> • Identify health issues and access to service and support Beneficiary of Temporary Protection (BOTP) and International Protection Applicants (IP) access services. • Assisting BOTPs and IPs in completion of Medical Card forms. Correcting incorrect information on medical cards issued (liaising with PCRS) • Advising BOTPs and IPs of their entitlements/how to access health services – GPs, Acute, and Mental Health etc. • Support BOTPs and IPs to navigate the health service both those living in congregated setting and private homes. • Support BOTPs and IPs in getting to health appointments with the relevant service (inclusive of dental and opticians) • Address immediate medical cases on a daily basis and referral urgent medical cases to Social Inclusion Team or relevant HSE/GP service. • Work as part of the New Communities team to provide access to health-related services and supports for BOTP and IP and feed back issues and challenges regarding same to the manager and wider team • Identifying and following up on new locations/centres. • Check all locations have adequate PPE and access to antigen test. Liaise with Social Inclusion Team to advise where supply is limited. • Collating information and to support HSE Response. • Participate and deliver in community information fairs inclusive of health.
2	<p><i>Report Writing, Monitoring and Evaluation</i></p> <ul style="list-style-type: none"> • Provide oral and written reports to your line manager, and relevant Steering Groups on progress and issues of relevance.

	<ul style="list-style-type: none"> • Maintain up to date records related to required supports & referrals • Ensure files are set-up to monitor community-based activities & ensure all necessary documentation is on file for all actions. 	
3	<p><i>Engagement and Partnerships</i></p> <ul style="list-style-type: none"> • Positively promote health services and liaise with external agencies and relevant statutory bodies. • Work closely and establish effective working relationships with a range of agencies to facilitate closer working relationships with referral agents • Broker and establish new partnerships between public and voluntary sector agencies to enhance service delivery and access to services. • Develop and sustain professional relationships with service users, partner agencies and appropriate external agencies, including cross border partner organisations • Participate in both internal and external working groups as are relevant to the Community Development Department/DLDC. 	
4	<p><i>Miscellaneous</i></p> <ul style="list-style-type: none"> • Report to and action objectives as agreed with the Department Manager and Head of Operations • Attend and input to staff meetings as appropriate • Carry out any other function relevant to the position as indicated from time to time. • Be willing to work evenings as required. • Have access to car, and full clean driving licence in order to fulfil the duties of the role. • This list of job duties is not exhaustive and may be amended in order that all role duties are fulfilled. 	
Core Competencies		Essential
1	Experience in Health Promotion	<p>The Officer must have demonstrated work experience in a role that has involved health promotion and improvement within the community.</p> <p>The Officer will be committed to integrating equality, social inclusion and anti-poverty principles into Community Development practice. They will have an understanding of Local Development and Partnership Companies in Ireland and their target groups.</p>
2.	Interpersonal & Liaison Skills	<p>The Officer will be required to be able to liaise effectively and efficiently with groups and agencies providing services to local community groups and social enterprise. The Officer will be required to act as a positive and contributing member of the wider staff team within DLDC.</p>
3.	Project Management Skills	<p>The Officer will be required to produce timely and relevant reports for the various Steering Committees, Board and other groups within the DLDC structure. You must demonstrate clearly your experience of organising, managing and prioritising own workload. A good working knowledge of the standard suite of business- related software and IT packages is essential.</p>
4.	Motivation & report writing	<p>Ability to support and motivate others and inspire trust.</p> <p>The Officer will be required to be a flexible, motivated self-starter who can communicate effectively. They will work well as part of a team and also on their own initiative. They will have good report writing and presentation skills.</p>

5.	Communication Skills	The Officer will have experience of forming good working relationships with organisations and communities, combined with excellent communication and listening skills. You will have excellent verbal and written abilities. You will have strong group facilitation skills and be confidential by nature
6.	Skills/Experience	An appropriate third level qualification in the area of health promotion e.g. mental health or substance misuse or in a related area and 1 year experience in implementing programmes in community and/or health settings, Or; 2 years relevant experience in a health project and supporting health behaviour changes.
7.	'Other'	You must hold a clean, current driving license and access to own transport to fulfil the responsibilities of the role.
Core Competencies		Desirable
<ul style="list-style-type: none"> • Experience in designing, delivering and evaluating health workshops would be an advantage. • External experience on community based committees/boards et al. 		
DLDC reserves the right to enhance criteria, dependent on the responses received to the advertisement.		

Application Process

- To apply for the position, **please submit by email** with a letter of application clearly outlining how you meet the criteria, together with a current Curriculum Vitae to: Human Resources, at vacancies@dldc.org
- The closing date for receipt of applications is **5pm, Friday 2nd June 2023** and no applications will be accepted post deadline.
- Applicants who demonstrate how they meet the required criteria will be invited to a competency-based selection interview on the week of 5th June 2023.

Donegal Local Development CLG is committed to a Policy of Equal Opportunity. Canvassing will disqualify. We reserve the right to enhance the shortlisting criteria. A panel may be formed from which similar vacancies may be filled.