



**DAUGHTERS OF CHARITY DISABILITY SUPPORT SERVICES**

**JOB DESCRIPTION  
& PERSON SPECIFICATION**

**Health promotion and improvement co-ordinator**

**1.0 WTE 2 years Fixed Term Contract**

## **Job Description**

<b>TITLE:</b>	Health promotion and improvement co coordinator
<b>REPORTS TO:</b>	The Director of Nursing and Nurse Development Co-ordinator professionally and operationally accountable to the Service Manger
<b>LOCATION:</b>	St. Louise's Centre Chapelizod, Dublin 20
<b>SALARY SCALE:</b>	Salary CNM2 Scale pa depending on Public Sector experience
<b>HOLIDAYS:</b>	** days per annum pro rata
<b>HEALTH:</b>	A candidate for and any person holding the office must be free from any defect or disease which would render him/her unsuitable to hold the office and be in a state of health as would indicate a reasonable prospect of ability to attend regular and efficient service.
<b>CHARACTER:</b>	A candidate for and any person holding the office must be of good character.
<b>HOURS OF WORK:</b>	39 hours per week Monday to Friday. .
<b>ETHICAL CODE:</b>	The post holder is requested to respect the special charism, ethos and tradition of Daughters of Charity Disability Support Services and to observe and comply with its general policies, procedures and regulations.
<b>CONFIDENTIALITY:</b>	The post holder will have access to various types of records/information in the course of work. Such records and information are strictly confidential and unless acting on the instruction of an authorised person, on no account must information concerning staff, Service Users or other service business be divulged or discussed except in the performance of normal duty. In addition, records may never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.
<b>JOB PURPOSE:</b>	The Health promotion and improvement co coordinator will ensure that individuals in St Louise's centre are screened on an annual basis in relation to clinical, life style and life circumstances

and are offered a range of programmes to achieve optimum mental and physical health to improve their quality of life.

He/she will play a pivotal role in the assessment of physical health, reviewing life style options and life circumstances of service users.

He /she will collaborate and liaise with medical, nursing, paramedical, GP's and other staff in the services associated with assisting service users achieve a good life.

He /she will participate in the development and maintenance of databases, research and clinical audit pertaining to health promotion and improvement.

He/she will network with local and national health promotion professionals in relation to service improvement initiatives.

He /she will complete a masters through research in the area of health promotion supported by the NMPDU in CHO East in collaboration with the DOCDSS.

## **Duties and Responsibilities**

- 1) Register and carry out an MSC by research in the area of health promotion and or improvement within the agreed timeframe.
- 2) In collaboration with the Director of Nursing, NPDC and Service Manager identify a research project that will benefit the service users, team within the DOCDSS and wider intellectual disabilities community.
- 3) Provide leadership as a member of a multi-disciplinary team, in line with professional & evidence based practice guidelines, using a holistic framework, to include assessment, planning specific interventions, and evaluation strategies.
- 4) Establish dedicated health promotion screening and review clinics, physical health assessments, life style reviews and life circumstances and screening in St Louise's centre.
- 5) Establish specific programmes on healthy living i.e. diet, weight management, physical activities, advice about nutrition, smoking, alcohol and sexual health. These will be facilitated in individual or group sessions within St Louise's centre.
- 6) Support individuals to access appropriate health care and health promotion services through referral; to appropriate health provision for issues identified through screening and for ongoing health concerns.
- 7) Provide a nursing consultative service on nursing issues relating to health promotion.
- 8) Ensure that the staff team in St Louise's are empowered through coaching, education and information sessions in relation to health promotion and improvement.
- 9) Participate within service users planning meeting and review as required.
- 10) Lead out on evidence based improvement initiatives from a health promotion perspective.

- 11) Develop standardised communication links between the service users and staff in St Louise's centre.
- 12) Liaise and collaborate with dieticians, pharmacists, dentists, occupational therapists, physiotherapists, GPs and public health nurses and smoking cessation experts as necessary in terms of health promotion.
- 13) Establish a register and collate data as a means of providing an evidence base supporting proactive programmes for those most in need within St Louise's centre.
- 14) Assist in the social inclusion in terms of walking clubs, cycling, swimming, smoking cessation clinics, yoga, alternative therapies and treatments such as participation in arts, movement and dance within the areas for the service users in St Louise's centre.
- 15) Act as a clinical resource to service users and their families as well as to other nursing and healthcare staff from a health promotion perspective.
- 16) Provide a high level of professional and clinical leadership and demonstrate innovative practice in the provision of care, in line with the Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives (NMBI 2014) and the Scope of Nursing and Midwifery Practice Framework (NMBI 2015) as laid down by the Nursing and Midwifery Board of Ireland (An Bord Altranais agus Cnáimhseachais na hÉireann) and updated versions as they are published.
- 17) Establish and maintain clear lines of communication with all aspects of the service e.g. attend multi-disciplinary and other team meetings as appropriate to the post; to maintain satisfactory clinical records in keeping with best practice.
- 18) Maintain and promote a high standard of work performance, attendance, appearance and punctuality.
- 19) Ensure that each service user is treated with the utmost respect and dignity at all times.
- 20) Ensure that DOCDSS policies and procedures are implemented.
- 21) Develop and ensure interdisciplinary networking with families is of a high quality and an effective system for service delivery.
- 22) Monitor and evaluate support services provided in terms of health promotion and improvement.
- 23) Ensure practices in the workplace comply with relevant legislation.
- 24) Make evidence based decisions in a transparent manner by involving and empowering others.
- 25) Embrace advocacy in the delivery of person centered care.
- 26) Prioritise and plan workload from the set objectives set from the project management team in accordance with the timeframes and responds to demands under pressure or in emergencies.
- 27) Ensure a system of record keeping and reports for operational activities, planning of meetings, case conferences and other events is maintained.
- 28) Within area of responsibility plan short, medium and long term goals to achieve desired outcomes which will be aligned to the set objectives for the two year post.
- 29) Foster an environment that supports and encourages personal professional development and learning.
- 30) Contribute to the development of a culture that is conducive to the establishment and maintenance of good outcomes for service users in a person centred approach.

- 31) Ensure all staff receive adequate information in the area of health promotion and improvement programme in St Louise's centre, have a clear understanding of what the expected outcomes are.
- 32) Ensure that all staff are kept apprised of the project at specific intervals.
- 33) Create an environment which is conducive to team working.
- 34) Is committed to and promotes continuous professional development to ensure evidence based practice is evident within his/hers caseload.
- 35) Ensure that Health and Safety practices are implemented appropriately in accordance with the Safety Statement of the service.
- 36) Compiles progress reports against agreed key performance indicators/ or agreed targets or objectives for the NPDC.
- 37) Intervenes decisively where standards of behaviour, performance or attitude contravene service policy and procedure and informs appropriate personnel.
- 38) He/she will be accountable for resources allocated to the programmes within the project.
- 39) Monitor and work to improve the lives of service users in St Louise's centre from a health promotion perspective.
- 40) Actively leads and supports the process of person centred planning in terms of health promotion and improvement.
- 41) Identify education and development needs of staff from a health promotion perspective within St Louise's centre in collaboration with the service manager.
- 42) Assure that health promotion interventions within St Louise's centre are person centred and evidence based.
- 43) Carry out other relevant responsibilities and duties assigned by the NPDC or Service manager.

**Garda Vetting:**

Daughters of Charity Disability Support Services recognise its responsibilities under the National Vetting Bureau (Children and Vulnerable Persons) Act 2012-2016. This act applies to those employees who provide care for children and vulnerable adults. Daughters of Charity Disability Support Services appointed liaison person will apply for vetting disclosure for new and current employees.

*The post holder may be required to perform other duties as appropriate to the post, which may be assigned to him/her from time to time, and to contribute to the development of the post while in office. This job description will be subject to review in the light of changing circumstances. It is not intended to be exhaustive but should be regarded as providing guidelines within which individuals work.*

## PERSON SPECIFICATION

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Be registered with the Nursing &amp; Midwifery Board of Ireland (NMBI) as an Intellectual Disability Nurse.</li> <li>• Have a minimum of five years post registration experience, of which two must be in the area of intellectual disabilities.</li> <li>• Evidence of ability to practice safely and effectively fulfilling his/her professional responsibilities within his/her scope of practice.</li> <li>• Evidence excellent communication, interpersonal, teamwork and effective caseload management skills.</li> <li>• Full driving licence and access to own transport.</li> <li>• Evidence of commitment to a person-centred approach, community inclusion and the individual needs of the person.</li> <li>• Evidence of ability to lead out on specific health promotion initiatives with service users and staff members.</li> <li>• Knowledgeable of Health Act 2017 (Care and Support of Residents in Designated Centres for Persons (Children and Adults) With Disabilities) Regulations 2013.</li> <li>• Demonstrate ability to work effectively with families and multi disciplinary team.</li> <li>• Applicants should possess Level behavioural competencies of DOCDSS competency framework.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of Continuous Professional Development.</li> <li>• Awareness of health promotion and improvement initiatives.</li> <li>• Knowledgeable of Shaping the future of intellectual Disability Nursing in Ireland (2018) and Sláinte Care (2018).</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Have at least 5 years post registration experience in the division Intellectual Disability.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Have a minimum of 2 years experience in the area of positive behavioural support.</li> <li>• Demonstrated ability to practice safely and effectively fulfilling his/her professional responsibility within his/her scope of practice.</li> <li>• Demonstrate evidence of continuous professional development.</li> <li>• Applicants should possess Level 2 behavioural competencies of DOCDSS competency framework set out below.</li> </ul>	
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<b>Core Competencies</b>
<p><b>Quality Service</b></p> <ul style="list-style-type: none"> <li>• Pro-active and uses initiative.</li> <li>• Undertakes holistic approach to ensure the best possible service is provided.</li> <li>• Ability to encourage and develop quality led practice initiatives.</li> <li>• Demonstrates an ability to evaluate, audit and review practice</li> <li>• Provides a flexible service that is responsive to the needs of the service user, colleagues and service.</li> <li>• Optimises resources within own areas to achieve appropriate outcomes.</li> <li>• Identifies and prioritises the requirements of change within own service area at all times considering how it will affect other parts of the organisation.</li> </ul> <p><b>Planning &amp; Organising</b></p> <ul style="list-style-type: none"> <li>• Effective use of time focussed on managing self and developing others in a busy working environment.</li> <li>• Sets clear, realistic goals and targets for self and others.</li> <li>• Keeps appropriate and accessible documentation.</li> <li>• Utilises established systems and processes for prioritising and delivering on tasks.</li> <li>• Delegates effectively to ensure objectives are met.</li> <li>• Consistently focuses work effort to where it will have most impact.</li> <li>• Anticipates Problems and issues and takes preventative action to address these.</li> <li>• Demonstrates an ability to plan and deliver care in an effective and resourceful manner within a culture of person-centeredness.</li> <li>• Advance planning to ensure adequate resources are available.</li> <li>• Effective and efficient utilisation of resources.</li> </ul> <p><b>Professionalism</b></p> <ul style="list-style-type: none"> <li>• Deals fairly and consistently with others.</li> <li>• Approachable and accountable and professionally courteous with others.</li> <li>• Shows ability to work under pressure; handles stress in a constructive manner.</li> <li>• Self-aware; recognises own response while retaining objectivity.</li> <li>• Is cognisant of own strengths/limitations, and scope of one's practice.</li> </ul>

- Shows resilience; keeps others focussed on a successful outcome.
- Maintains appropriate level of visibility.
- Maintains highest standard of confidentiality in all areas of work.

### **Continuous Learning & Development**

- Participate in the Service Development Review System.
- Organises and structures department to create a continuous learning environment.
- Creates “on the job” opportunities to address staff learning needs.
- Demonstrates application of theory to practice and influences staff in this regard.
- Encourages colleagues/team to undertake a broad range of development initiatives and to maintain an active performance development plan.
- Mentors, coaches and provides constructive feedback on performance to staff in order to improve capability and confidence.
- Acknowledge staff strengths and achievements.

### **Organisational Knowledge**

- Familiar with Health Service trends related to area of discipline.
- Understands the contribution of each department to the organisational goals and objectives
- Uses knowledge of mission, values and service structures to deliver on organisational goals.
- Understands health strategies relevant to own discipline.

### **Innovation & Creativity**

- Works within teams to maximise the number of ideas and creative inputs for best outputs.
- Encourages others to ‘think outside the box’.
- Generates new ideas that have a positive impact on the department/service and its ultimate success.
- Creates an environment where people are encouraged to put forward ideas, experiment and learn from their mistakes.
- Challenges the status quo to ensure areas for improvement are identified and addressed
- Proposes new approaches, methods or technologies.

### **Leadership Potential**

- Inspires others to consistently perform at a high level and achieve their potential.
- Is approachable and treats people in a fair and consistent manner in order to gain trust.
- Is seen as an effective leader, setting high standards of behaviour for others to follow and addresses inappropriate behaviour.
- Coaches others in maintaining a flexible approach to their work.
- Embraces change and looks for ways to make positive changes within the team.
- Ability to understand how individuals, at all levels, operate and applies this knowledge to achieve change objectives in the most efficient and effective way.
- Seizes opportunities to influence the future direction of departments and the overall business.
- Encourages, inspires and supports others to deliver successful outcomes through change.
- Is politically attuned, knowing when to communicate with key stakeholders.
- Understands importance of getting input and buy-in from others when making decisions.

### **Problem Solving & Decision Making**

- Is comfortable making decisions with incomplete or uncertain information
- Has basic finance and budgeting knowledge and draws on this to make decisions when applicable.



- Understands the effect of ones decision on colleagues/service users, departments and the organisation.
- Anticipates probable consequences of decisions.
- Consults with others to improve decision making.
- Takes a proactive approach to problem solving and able to recognise early warning signs of potential problems and takes pre-emptive action.
- Demonstrates a reflective approach when dealing with problems, carefully evaluating different options/solutions.
- Able to act quickly to address urgent matters.

#### **Team work**

- Fosters a collaborative working team with complementary strengths.
- Recognise the talents and contributions each team member brings to the work environment.
- Proactively develops and nurtures workplace relationships.
- Utilises team skills and attributes in achieving goals.
- Encourages input from all team members.
- Adapts interpersonal style to engage all members of the team.
- Identifies areas of potential conflict within the team and takes steps to resolve it.
- Is open and approachable to discuss issues.

#### **Communication & Interpersonal Skills**

- Supports a culture of open communication to maintain a climate of trust and honesty.
- Communicates at all levels, both internally and externally.
- Supports ideas with appropriate research and information to persuade others.
- Focused Listening: Gains' understanding through accurately clarifying what was heard.
- Shares information within – and to – other sections and departments in an open timely manner.
- Delivers presentations to groups with confidence and credibility.
- Documents important relevant communications.
- Facilitates two way communications between conflicting parties.
- Uses an appropriate business writing style.