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| **Job Specification Content:**  **Home Help Co-Ordinator**  **(6584)** | |
| **The following template is the agreed content for the above role.**  **Please copy and paste into the latest National Job Specification Template on the** [**HSE Job Specifications page**](https://www.hse.ie/eng/staff/resources/recruitment-standards/before-you-recruit/job-specifications.html) **to create your full and final version.** | |
| **Reporting Relationship** | The post holder will report to Area Manager for older people / Local Health office area administrator – on an interim basis during the transition period for Primary Care Teams and Primary & Social Care Networks. |
| **Key Working Relationships** | **Home Help Co-Ordinators will work with members of the primary care multi-disciplinary team and the primary Social Care Network team including**   * Public Health Nurses * Social Workers, * General Practitioners * Other relevant Health Professionals |
| **Purpose of the Post** | * To manage the delivery home help service to clients within approved budgetary allocation. The Home Help Co-Ordinator will have responsibility for the delivery of the home help service to a Primary and Social Care Network (PSCN), consisting of 3-4 Primary Care Teams. The Home Help Co-Ordinator will be a member of a primary & social care network and will provide governance and supervision together with HR management support to the Home Help staff on a number of primary care teams. The Home Help Co-Ordinator will work closely with the other members of the primary 1 Principal Duties and Responsibilities care team and network team to ensure that they are cognisant of other services which the client/family may be receiving and can ensure that home help /home care services are delivered in an integrated seamless manner. |
| **Principal Duties and Responsibilities** | The 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 to him/her from time to time and to contribute to the development of the post while in office.   * To supervise, co-ordinate and support the work of home helps and assistant home help organisers assigned to him/her. * To participate as a member of the primary and social care network and support home helps in their role as members of primary care teams * To arrange induction and ongoing training for home helps to ensure the delivery of a quality service. * To identify on the training needs of home helps and participate in training programmes as required. * To input into the assessment and ongoing monitoring of the nonclinical needs of clients. (When the assessment of the client’s needs have been reported on, the home help co-ordinator will be responsible for the detailed specification of the clients home help needs so that these can be matched to the work specification given to the home help) * To liaise with health professionals and voluntary organisations as necessary. * To convey as appropriate to other professions concerns reported by the home help in relation to the clients condition. * To assist in the recruitment of home helps and assistant home help organisers as required * To keep and maintain appropriate records of clients in receipt of home help service. * To keep and maintain appropriate records in relation to all staff assigned to them including salaries, annual leave, sick leave, etc. * To prepare, certify and approve pay sheets and travelling expenses. * To carry out any other duties that may be assigned from time to time.   **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 to them from time to time and to contribute to the development of the post while in office.** |
| **Skills, competencies and/or knowledge** | Core Competencies   * Client Focus * Commitment to deliver a high quality, person centred service * Communications and Interpersonal skills * Excellent communication/ interpersonal skills * Management Skills * Ability to supervise, manage and motivate a team of home help service providers * Ability to plan and manage change * Office Management * Demonstrate experience in managing challenging deadlines and effectively handling multiple tasks * Demonstrate excellent organisational skills in the area of general administration, resource allocation etc. * Budget Management * Financial awareness and ability to operate service within budget. • * Good knowledge on managing and implementing service plans and budgets * Demonstrate a comprehensive understanding of the Irish health system and structures * Have an understanding of legislation relevant to the role, e.g. Health and Safety, Employment legislation * IT Skills, Word, Excel, e-mail |