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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
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| **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.
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| **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.

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| **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
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