

Job Duties & Responsibilities

Social Prescribing Co-ordinator

Social Prescribing is the structured application of non-medical supports and interventions aimed at improving and protecting an individual's health and wellbeing. A Social Prescribing service is open to everyone who feels they need some support to participate in a new activity, and/or to become more active and engaged within their local community. GPs or other clinicians, public health and other key services working with vulnerable people can refer people to the service or individuals can access the programme directly themselves.

The Co-ordinator will be responsible for co-ordination and further development of the Social Prescribing Service in the County.

The Social Prescribing Co-ordinator will be responsible for establishing, developing and coordinating the new service in Roscommon. The role involves assessing the needs of clients referred to the service and then linking the client with the activity, group or service in the community which best fits their needs. The SP Co-ordinator will know the key activities and supports available locally and will have established links with each activity being included in the Social Prescribing initiative.

The co-ordinator will:

- Develop a Social Prescribing guide in partnership with Social Prescribing Steering Committee
- Animate the existing Social Prescribing Steering Committee
- Build active links with GPs, other primary care professionals, community groups and local services in the area
- Developing Literature for the Service to help in creating awareness and promotion
- Develop Information and Awareness Raising Tools and distribute them across the County
- Continuously promote the service through various methods including Facebook, Twitter, Local Newspapers, Church Newsletters, PPN, & Radio etc.
- Identify relevant key social prescribing activities in the area through community asset mapping of 2 areas in Roscommon
- Deliver a minimum of 5 presentations on Social Prescribing across the County

- Make contact with each activity and agree referral & support mechanisms etc.
- Conduct individual one to one sessions with at least 50 individuals referred for Social Prescribing & discuss support needs in terms of accessing the Social Prescribing activity
- Identify the most suitable activity for each individual and match the individual with the activity
- Link individuals with the agreed social prescribing option and identify a link person in the activity who will support the person to access the particular Social Prescribing activity if necessary
- Review progress of each person referred for Social Prescribing & agree feedback to initial referrer
- Initiate One (1) group to support Social Prescribing through group work
- Increase engagement with service providers in terms of supports for those who have mental health difficulties, enduring health conditions or are more vulnerable and socially isolated
- Establish and implement a monitoring and evaluation process
- Maintain confidential records of all people referred for Social Prescribing
- Present reports and updates to the Steering Committee on the implementation of the project and any successes/challenges arising and will support the development of Policies and Procedures for the Project.
- Work to ensure this is a partnership approach to the development of the sector, ensuring collaboration and leveraging additional interagency supports for the service to ensure continuity
- Co-ordinate and oversee returns on the project to the management committee
- Ensure key performance indicators for the Project are met and respond proactively to any challenges / delays arising in relation to this
- Participate in any local, regional or national networking opportunities which will enhance the service
- Adhere to good practice guidelines, drawing from experience of other areas such as Donegal
- Explore options for sustainability

General

- To ensure administrative deadlines are met
- Attend and contribute to meetings of the Steering Committee as required and any other relevant committee
- Be conscious of health and safety matters in the workplace and in particular comply with employees' obligations as set out under Section 9 of the Safety, Health & Welfare at Work Act 1989 & 2005. Ensure that the procedures set out in the Safety Statement are implemented at all times.
- Become familiar with and practise fire drill procedures within the Company, i.e. fire detection, evacuation and fire fighting.
- Become familiar with and abide by current policies and procedures of Company.
- Immediately report any accidents of the employees, customers and visitors to the Supervisor and keep appropriate records.
- Be aware of and abide by local security procedures relating to any premises in which one works or visits.
- Perform any other duties relevant to the Project that may be deemed necessary from time to time.

NOTE

This list of duties is not exhaustive and will change in line with the ongoing development of RIDC's operations and services.



Rialtas na hÉireann
Government of Ireland



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

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