

## **Job Duties & Responsibilities**

**Job Title:** Primary Health Care Co-Ordinator with The Traveller Health Project

**Main purposes:** A Healthcare professional to co-ordinate the Primary Health Care Programme for Travellers based in Co Roscommon, which involves door to door outreach work.

### **Job description:**

*Your principal duties & responsibilities will be:*

1. To be responsible for the day – to – day direction and implementation of the Peer led Primary Health Care (PHC) for Travellers project with particular responsibility for the health care.
2. To assist with financial control and budgetary matters relating to the project.
3. To be responsible for the ongoing support, training and supervision of the Traveller Community Health Workers (CHW) including a range of ongoing assessment methods including field work assessment.
4. To develop, implement and evaluate the programme in conjunction with the co-ordinators (Community Development) and Steering Group.
5. To establish and maintain any necessary or prescribed records pertaining to the project and making available information and statistics concerning the project content and process as it evolves.
6. To liaise with Steering Group, Traveller Health Unit, Health Service Executive CHO2 through regular meetings and written reports of the progress of the project.
7. To continually develop a system for continuing dialogue between the Traveller community in County Roscommon, local health care providers and managers of HSE including Primary Care, Mental Health, Well-Being and Improvement, Social Care, Tusla and local Saolta Hospital Group in respect of the coverage, scope and quality of services.
8. To keep abreast of new developments and promote awareness, interest and knowledge of health matters through formal and informal educational methods among the Travelling community.

9. To liaise and network with members of the Travelling community and work with other relevant statutory and voluntary organisations as appropriate.
10. To develop health education materials, appropriate to the Traveller community when required.
11. To assist with ongoing project monitoring and evaluation.
12. To participate where appropriate in research.
13. To contribute to the analysis of Traveller health as detailed in the All Ireland Health Study and other relevant reports in order to inform good practice.
14. To contribute to relevant publications as appropriate.
15. To network with other Traveller organisations to foster good relationships and to share experiences.
16. To contribute to the roll out of the Traveller Health Unit Strategic Plan 2017-2020 and the yearly work plans of County Roscommon Traveller Health Project.

**NOTE**

**This list of duties is not exhaustive and will change in line with the ongoing development of Roscommon Integrated Development Company's operations and services.**



**Person Specification**  
**Primary Health Care Co-ordinator**  
**County Roscommon Traveller Health Project**  
**Health Care Professional**

<b>Factors</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Relevant third level qualification (minimum Level 7) in a Health Science /Health promotion or Nursing background Group skills course	Any other relevant certificates/post graduate degree/diploma
<b>Experience</b>	Experience in setting up and/or working with groups in primary health care settings. Experience in the facilitation of training. Experience of delivering health focused activities.	Experience of working with Travellers or other ethnic groups. Any other relevant training experience
<b>Knowledge</b>	Ability to implement the principles of primary health care. Knowledge and awareness of health services and other statutory and voluntary services. An understanding of Traveller culture and way of life and their right to culturally appropriate services. Knowledge of HSE KPI requirements. An understanding of primary health care, working from a community development approach as part of a team.	An openness to learn  Information Technology Skills
<b>Professional knowledge</b>	Knowledge relating to professional practice, human resource and technical knowledge, knowledge of current practices and developments. Knowledge of staff support & supervision.	An awareness of research particularly in relation to Travellers
<b>Special Competencies</b>	Management skills and facilitation skills. Computer literacy and excellent skills in Email, Word and Excel	Previous experience of working with Travellers or other ethnic groups Awareness and sensitivity to literacy issues
<b>Core Competencies</b>	High level of communication and interpersonal skills and ability to work as part of a team. Ability to diffuse situations and resolve conflict amicably. Training and presentation skills. Flexibility, adaptability, and openness to change and new ways of working. Anti-racist and anti-oppressive approach to practice. Preparing reports and report writing.	Research skills  Preparation of materials
<b>Management skills</b>	Ability to demonstrate initiative, Leadership skills, co-ordination skills. Understanding of resource management.	Knowledge and awareness of needs assessment and outcome measurement
<b>Other requirements of post</b>	Full Clean Driving License, access to car, out of hours working, an understanding of corporate responsibility.	