**JOB DESCRIPTION**

**Employer**: Cornerstone CLG

**Job Title:** Housing First Mental Health Specialist

**Reporting to:** Housing First Team Leader

**Location of Job:** Ofice are based in Sligo town, covering the Sligo & Leitrim region

**Primary Purpose:** To work as a part of Cornerstone's Case Management Service to deliver a ‘Housing First’ approach to individuals experiencing long term homelessness in Counties Sligo, Leitrim and Donegal.

**Service Delivery:**

* To work to the principles and fidelity of Housing First. To provide support to individuals living in their own homes.
* Work within the framework of the overall objectives of the Housing First Service.
* To work within the overall policies and procedures of Cornerstone.
* To work as part of a multi-disciplinary team and service in providing holistic approaches to service provision.
* To work in close liaison and co-operation with other teams within Cornerstone and other Statutory and Voluntary Agencies as deemed appropriate.
* To lead with trauma informed approaches when working with individuals within the service.
* To attend Team, Sectional, Departmental, Agency and External meetings.
* To meet regularly for supervision of work with your assigned Supervisor
* To meet regularly with an assigned professional for clinical governance supervision.
* To supervise students or volunteers as requested by your Line Manager
* To implement existing policies and procedures and to input into the development of new ones.
* To plan, implement and evaluate the daily activities.
* Operate within the scope of practice – seek advice and assistance from his / her manager, or external clinical governance supervisor, with any cases or issues that prove to be beyond the scope of his / her professional competence in line with principles of best practice and clinical governance.
* Devise and implement Health Promotion Programmes for service users as relevant to the post.
* To undertake such other duties as might be reasonably assigned from time to time in consultation with the Line Manager.
* To be vigilant to any Health, Safety and Welfare risks in the workplace and bring any concerns to the attention of your line manager or Health & Safety Representative

**Service Users:**

* Conduct initial and comprehensive assessments
* Implementation and facilitation of appropriate Key Working, Care planning and Case Management
* Understand and prioritise Service User needs, taking account of the role of culture, sexuality, peer group, gender, family and mental health, beliefs and behaviours.
* Participation in clinical multidisciplinary team liaison with general practitioners, other primary health care staff, psychiatric services, statutory/voluntary and other agencies as appropriate.
* To monitor and assist with the mental health of service users and liaise with the statutory services to achieve best outcomes.
* Referral to appropriate treatment facilities, for stabilisation, detoxification, rehabilitation.
* Inform and facilitate service users in accessing other appropriate health care and support services, including medical examination and referral to more specialist services if required.
* Referral of service users to self-help groups and community initiatives.
* To establish trusting relationships especially with service users and engage them in work that enables them to move to a more stable lifestyle
* To undertake assessments and support planning with service users as the lead agent using the Care and Case Management system and protocols and other tools as appropriate e.g. STAR Outcome to assist the person to successfully progress toward independent living as appropriate.
* To accompany and provide support to service users on appointments to other services i.e. doctors, counsellors, court etc.
* To support service user's adherence to life skill development (home making skills), pay rent, reporting repair and being a good neighbour.
* To provide Advice, Information and Guidance as a prevention or in response to being out of home.
* To assist service users, integrate their lives within their local community, providing support in accessing clinical, medical and other support services.
* Establish positive working relationships with relevant agencies with a view to promoting better access and clearer pathways for services users seeking support or treatment.
* Ensure participation by Cornerstone at case reviews and other client related meetings

**Admin:**

* To be responsible for keeping up to date casework records, daily logs and written assessments. Inputting information on the Cornerstone database, Outcome Star online and PASS.
* Ensure written records on clients and data on service as required by Cornerstone and statutory bodies, including funders, are in place, are of an acceptable standard and are up to date.
* To write clear concise reports.

**Multi-disciplinary team working**

* Participate as a member of Multi-Disciplinary Team including meetings, case conferences and team building initiatives.
* Contribute to the development and implementation of information sharing protocols, audit systems, referral pathways, individual care plans and shared care arrangements.
* Undertake Case Manager / Key Worker role as required.
* Develop and maintain close liaison with team members and specialist services to ensure an integrated service for clients.
* To provide training and advice to the housing first team in skills and theory appropriate to best practice as required

**Development and evaluation of service**

* Support models of evidence-based practice.
* Training and supervision of other staff as required, sharing knowledge to maintain professional standards.
* Ongoing monitoring, audit and evaluation of service.
* Participation in the development of new initiatives
* To provide advice and training in skills and theory appropriate to best practice as required.

The above Job Description is not intended to be a fully 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.

**HEALTH AND SAFETY:** All employees are expected to familiarise themselves with the CORNERSTONE Health and Safety Policy and adhere to its procedures to ensure the health and safety of staff and service users and the security of the premises.

# CONFIDENTIALITY: Each staff member is expected to observe the highest ethical standards, to treat all service users equally and fairly, to respect their right to confidentiality and to maintain confidentiality on all matters related to CORNERSTONE staff and board of directors. Where there are child protection concerns the CORNERSTONE policy on child welfare and protection must be followed and may require a referral to the relevant person in Tusla. Where there are concerns regarding the safety of a vulnerable adult the CORNERSTONE policy of Safeguarding Vulnerable Adults must be followed and may require a referral to the relevant person in the HSE.

***The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which is set out in the employee’s contract of employment.***

*Cornerstone is an equal opportunities employer*