



## Meath Wellness Hub Mental Wellbeing Officer Job Description

**Employer:** Meath Partnership  
**Job Title:** Meath Wellness Hub Mental Wellbeing Officer  
**Location:** Meath Partnership offices in Kells, Co. Meath.

**Responsible to:** Meath Wellness Hub Manager and the CEO thereafter

**Background to the Role:** Meath Partnership has established the Meath Wellness Hub in 2020 as a centre for mental health support and recovery providing a range of services to clients, and their families, with self-experience of mental ill health. The aim of the Hub is to create an accessible and integrated service working within deprived communities to provide individuals, families and groups with timely, appropriate, cost-effective, local support and care. Funding for the Hub has been secured for a period of 3 years subject to the successful implementation of the Programme.

The Meath Wellness Hub has adopted the Wellness Recovery Action Plan®, or WRAP® methodology as the cornerstone of its delivery approach when working with clients across Co. Meath.

**Purpose of the job:** The role of Mental Wellbeing Officer is to assist with the smooth day-to-day operation of the Wellness Hub in County Meath providing services for a diverse group of clients within the community.

### Responsibilities:

- Develop and implement a communication strategy for the Meath Wellness Hub
- Lead on the recruitment of participants and clients and schedule all supports and WRAP sessions in consultation with the Programme Manager
- Manage the logistical arrangement for all workshops, sessions and one-to-one interventions
- Act as co-facilitator for WRAP client groups and support sessions
- Follow-up on all administrative tasks to support client sessions and interventions – create template forms and guidelines in line with the operational protocols
- Work with the Programme Manager, to facilitate information and wellness workshops at county-level based on identified local needs
- Work in partnership with colleagues to create programmes for clients and integrate them into existing programme design based on the WRAP® approach
- Represent Meath Partnership on relevant working groups and attend relevant meetings and conferences to further the development of the Meath Wellness Hub
- Participate in training, skills development and team development programmes as required
- Input into progress reports for Management, Board and External Funders
- Co-operate and co-ordinate activities with other programmes within Meath Partnership to ensure a focus on excellent customer service to our clients and stakeholders
- Provide coaching and mentoring services to Wellness Hub clients as required

### Skills:

- Excellent people and organisational skills
- Excellent communication and facilitation skills
- Previous experience as a WRAP facilitator is highly desirable; willingness to be trained in the approach is required if experience is not present

- Ability to coach and mentor clients using a community development framework of participation, inclusiveness and empowerment
- Key working/case management experience and the ability to work within a multi-disciplinary environment.
- Have good working knowledge and understanding of the mental health sector and supports available to clients including the service gaps and deficits
- Strong communication and presentation skills
- Must be able to work in a collaborative fashion with an open and honest communication style
- Adaptive thinker, problem-solver and ability to work on own initiative

#### Qualifications:

- A degree qualification or professional qualification in areas such as Psychology, Counselling Social Care or Nursing etc.
- Coaching/facilitation qualification or experience.
- A minimum of 1-year post-qualifying experience of working directly with clients in a paid or voluntary capacity

This job description is intended to outline key duties and responsibilities for this position. It is not intended to be an exhaustive list of all duties, responsibilities and activities to be attended to. A flexible approach to tasks which arise that are not specifically detailed in this job description will be required.

#### Terms of Employment

1 x full-time position is on offer working 37.5 hours per week. The nature of the work may require working unsocial hours i.e. evenings and weekend. Access to own transport is also essential given the outreach nature of the posts on offer. This position is subject to Garda Vetting in line with Meath Partnership policy.

Duration: Specified purpose contract for 2 years. A six-month probationary period applies.

Salary: The salary is €32,000 to €35,000 per annum

Leave: The annual leave entitlement is twenty-five (25) days per annum, pro-rata for shorter periods. Entitlement to leave for Public Holidays is in accordance with the terms of the Organisation of Working Time Act 1997. Meath Partnership closes for five (5) days at Christmas; this time is included in the annual leave entitlement detailed above.

#### Application Process

To apply, please submit the following:

- A brief cover letter stating suitability for the position
- A curriculum vitae summarising your qualifications and relevant experience.

Please send your application to [info@meathpartnership.ie](mailto:info@meathpartnership.ie). Applications should be clearly marked “Meath Wellness Hub Mental Wellbeing Officer”. Meath Partnership is an Equal Opportunities Employer and all personal data will be retained in line with our GDPR policy.

**Closing date for receipt of applications is Wednesday 12<sup>th</sup> May 2021. Late applications will not be considered.**

