

## JOB DESCRIPTION

<b>JOB TITLE</b> Health Promotion Support Worker (6-month Fixed Term Contract)	
<b>PURPOSE OF THE JOB</b> To assist & support the Mental Health Promotion Lead, management & staff to promote MMHA services & brand whilst building relationships within the community.	
<b>MAIN RESPONSIBILITIES</b> <ul style="list-style-type: none"> <li>• Support &amp; assist the Mental Health Promotion Lead in areas including Mental Health Promotion Awareness Campaigns &amp; Projects for key groups across all life stages.</li> <li>• Administrative support to the Mental Health Promotion Lead i.e., organising meetings in relation to Health Promotion and keeping minutes as appropriate.</li> <li>• Drive awareness about MMHA services in Ballina, Castlebar and Mayo.</li> <li>• Assist with projects in Ballina/Castlebar office.</li> <li>• Build relationships and attend meetings and events to help promote the MMHA brand within the community.</li> <li>• Act as Role Model and Brand Ambassador for MMHA liaising with management, co-workers, and community partners to promote positive mental health.</li> <li>• Maintain and monitor professional and respectful standard with co-workers and in the delivery of services to clients and community.</li> <li>• Ensure good governance is maintained in all aspects of service management and provision.</li> <li>• Be professional and respectful at all times and ensure all personal data related to MMHA or clients is dealt with in extreme confidence in accordance with GDPR.</li> <li>• Attain certificates if required such as manual handling, child safeguarding, garda vetting and other training relative to the role and per management requirements.</li> <li>• Follow Company policies, GDPR legislation and regulations for our industry.</li> </ul> <p><i>The above list is not exhaustive and may be edited/added to in the future.</i></p>	
<b>Required skills and qualifications</b>	<ul style="list-style-type: none"> <li>• A recognised Third Level Qualification in Health Promotion or a related discipline.</li> <li>• Demonstrate a high level of motivation, and capacity to work on one's own initiative.</li> <li>• Positive, flexible, and 'can-do' attitude.</li> <li>• Good knowledge and genuine interest in positive mental health.</li> <li>• Ability to increase knowledge of mental health industry and implementation with special reference to Healthy Ireland, Sharing the Vision, Connecting for Life, HSE Stronger Together Plan 2022-2027 and the Framework for Recovery in Mental Health.</li> <li>• Excellent customer service and relationship building</li> <li>• Excellent written and verbal communication and interpersonal skills</li> <li>• Friendly and professional demeanour.</li> <li>• Strong ability to work alone or with a team and under pressure.</li> <li>• Able to multitask and to prioritise tasks and projects in an organised manner.</li> <li>• Good IT skills.</li> <li>• Flexibility to be able to work additional days/hours/weekend if needed during a special event or project.</li> <li>• Clean drivers' licence.</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• Experience of working in mental health promotion, mental health, community development or voluntary sectors.</li> </ul>
<b>Circumstances (e.g. hours of work / work environment / heavy lifting)</b>	Possible flexibility to switch workdays to help with a community/training and other events outside work normal hours including occasionally on weekends. Drive to schools, community groups and Castlebar/Ballina office as needed.

Job descriptions can be changed from time to time as the business evolves and will be kept on file during the course of employment and according to the company's GDPR policy. The Company is an Equal Opportunity Employer. Nothing in the job description should be construed as an offer or guarantee of employment.