JOB TITLE: Clinical Coordinator  
(i.e. Clinical/Counselling/Educational Psychologists, Social Workers, Mental Health Nurses and Occupational Therapists)

BASE: Jigsaw Dublin/Leinster

RESPONSIBLE TO: Clinical Governance Manager.

CONTRACT TYPE: Full time, Permanent.

POSITION SUMMARY:
Suitable for experienced clinical/counselling/educational psychologists, social workers, mental health nurses and occupational therapists the Clinical Coordinator is the mental health lead for the Jigsaw service, providing clinical leadership across the therapeutic support service and indirect activities such as capacity building and community awareness. The Clinical Coordinator is responsible for clinical governance and acts as the clinical lead for the transdisciplinary Jigsaw team which works with young people experiencing mild to moderate mental health difficulties. The Clinical Coordinator and Project Manager work closely together to ensure the safe and effective delivery of the Jigsaw service.

JIGSAW:
Jigsaw is the National Centre for Youth Mental Health in Ireland with the mission to bring about significant change in how Ireland thinks about, responds to and supports young people’s mental health. We do this by delivering a range of services to improve the lives of young people in need of mental health supports and those around them; undertaking ground-breaking, collaborative, high-impact youth mental health research; providing the most up-to-date information about youth mental health and by influencing change and raising awareness of youth mental health on a national level.

Our Jigsaw Service is currently in 13 communities across Ireland providing early intervention supports to young people aged 12-25. Alongside the therapeutic supports we provide capacity building, education and training to a wide range of groups, including young people. We represent an innovative approach to promoting and supporting youth mental health, in line with best practice in terms of clinical, financial and operational governance. Youth participation is a guiding principle of Jigsaw’s work and is a central feature of the design and planning of all Jigsaw projects. Jigsaw is closely guided by a nationwide network of 130+ Youth Advisors, aged 16-25 years, who help guide our strategy, recruit our people, inform our research, ensure we are relevant to those we aim to support and are central to our work in reducing the stigma that surrounds mental health.

RESPONSIBILITIES
Working in collaboration with the Project Manager, the Clinical Coordinator provides clinical and mental health leadership across the Jigsaw service, including:

- Overseeing the implementation of clinical policies, procedures and guidelines in delivering a safe, high quality and effective clinical service. This includes the development and monitoring of local clinical systems and processes from receipt of referral and initial assessment to delivery of evidence informed interventions and routine outcome measurement.
- Identifying and monitoring risk in relation to the clinical service and ensure that risk management strategies are implemented and reviewed as needed.
- Establishing referral pathways with other health and social care service providers to facilitate seamless transitions for young people in and out of Jigsaw.
- Providing clinical supervision and support to the clinical members of the team.
- Overseeing the input and management of data related to direct therapeutic supports on the Jigsaw Data System, including regular audits of case notes.
- Providing consultation, as appropriate, to workers engaged with Jigsaw from youth, education, community and health agencies relevant to their work with young people.
- The post holder will be expected to contribute to the clinical activity of the service. This will involve holding a small clinical caseload.
• Ongoing evaluation and improvement in performance including achievement of Key Performance Indicators and targets in line with national standards.
• Supporting the professional development of the Jigsaw team, including contributing to the performance reviews of Jigsaw staff members.
• Ensuring that all youth participation activities are safe, on message and appropriate, from a mental health perspective.
• Contributing to and participating in evaluation of the Jigsaw model.
• Playing a lead role in the integration of Jigsaw with existing strategies and structures that are relevant to mental health and/or young people (e.g. Children and Young People’s Services Committees, Vision for Change, Better Outcomes, Brighter Futures, Healthy Ireland, Connecting for Life etc.)
• Acting as Designated Liaison Person for the Jigsaw service and overseeing the implementation of Jigsaw’s Child Protection and Welfare Policy.
• Participating in ongoing professional development including clinical supervision, line management, Jigsaw Learning Networks and relevant training opportunities.
• Contributing to the development of the Jigsaw model as a clinical lead within the Jigsaw network.
• Actively participating in local team meetings and other Jigsaw meetings as required.
• To comply with responsibilities under the Data protection Acts 1988 & 2003.
• To be flexible and willing to work evenings and occasional weekends, as required.
• Undertaking any other duties as determined by Jigsaw.

The above Job Description is not intended to be a 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 and to contribute to the development of the post while in office.

As Jigsaw is a regional organisation, you may be required to work in a different location or service to that originally assigned to you. In line with your contract Jigsaw reserves the right from to vary the place of employment, in which event you will be given reasonable notice and accommodation.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED:

Essential Criteria:
• A recognised professional qualification in psychology (postgraduate qualification in clinical/counselling/educational psychology), mental health nursing, social work or occupational therapy with expertise in mental health.
• Five years or more relevant experience in health, social care or related settings supporting people with their mental health needs.
• Social work and occupational therapy applicants must be registered with CORU and mental health nurses with An Bord Altranais.
• Passion for youth mental health.

Desirable Criteria:
• Experience of staff supervision and of providing clinical supervision and case load management to staff.
• Demonstrate a comprehensive understanding of mental health difficulties.
• Demonstrate core clinical skills; assessment, formulation, risk management, intervention and evaluation.
• Demonstrate knowledge and experience of applying evidence informed practice with young people in a clinical setting.
• Demonstrate capacity and commitment to work in a brief youth mental health intervention model.
• Demonstrate capacity and commitment to reflective practice in order to facilitate personal and team learning, professional development and service improvement.
• Knowledge of community based models of mental health service delivery, including preventative programmes, mental health literacy and promotion.
• Demonstrate experience of working with a broad cross section of staff and professionals, across agencies.
• Knowledge of the health system and ability to build working relationships across the range of key partners.
• Ability to organise a complex and varied workload and to work to tight deadlines.
• Understanding and working knowledge of ICT.
• Full, clean driving licence and access to a car.

Communication & Interpersonal Skills
• Ability to work co-operatively as part of a team.
• Demonstrate ability to communicate effectively in a variety of media.
• Demonstrate leadership ability and creativity in effecting meaningful change.
• Ability to collaborate with partners to deliver on a collective vision.
• Ability to write comprehensive work plans and progress reports.
• Ability to establish and maintain good working relationships with a variety of individuals and organisations.
• Ability to consult, liaise and negotiate with young people, careers, family members and other professionals.

Salary commensurate with qualifications and experience. Factors taken into account in determining an appropriate scale include the candidate’s knowledge, skills, experience and qualifications relevant to the job. The salary range for this role will be €59,000 - €80,000.

Jigsaw operates the following benefits for its employee’s
• Defined contribution pension scheme.
• Annual leave 25 days, exclusive of public holidays and 1.5 company days.
• Comprehensive annual CPD schedule
• Financial support for further education

All Jigsaw staff members are required to obtain Garda clearance as a condition of their initial and continued employment.

Applicants who were trained outside of the Republic of Ireland must submit evidence of validation/recognition of their qualifications from the Department of Health (psychologists) or registration with the designated relevant authority, i.e. CORU (social workers, occupational therapists) or An Bord Altranais (mental health nurses). This must be submitted at the time of application.

Application is by of application form only. Please also include in your application, the location which you are applying for and current salary details. Please send your application via email to recruitment@Jigsaw.ie

The closing date for applications is Thursday 10th August 2017 at 1pm

First round interviews will take place Wednesday 30th August 2017

For further information go to www.Jigsaw.ie or contact recruitment@Jigsaw.ie or (01) 4727 010.
Jigsaw is an Equal Opportunities Employer.

All documentation received by Jigsaw will be processed in accordance with the Data Protection Acts, 1988 and 2003. The information will only be used by Jigsaw in the processing of job applications and for ongoing administrative purposes with job candidates.