



CoAction West Cork provides quality services to support children and adults with an intellectual disability, and children with autism.

Clerical Administrator (Grade III)

Dunmanway Childrens Services

Fixed Term Contract – 12 months

18.5 hours per week

CoAction West Cork are looking for an Administrator to provide general administration support and to complete general office duties.

For full position details and job description or for details on submitting an application please visit our website

www.coaction.ie or you can email hadmin@coaction.ie

Closing date for receipt of applications:

Monday 6th December 2021

CoAction West Cork is an equal opportunity employer

Administrator (Grade III) Job Description

This job description indicates the main functions and responsibilities of the post and is subject to review and amendment in light of changing circumstances and may include other duties and responsibilities as may be determined from time to time by the Children's Disability Network Manager. You will be given as much notice of such changes as possible. It is CoAction's policy to review job descriptions on a regular basis.

Reporting to: Children's Disability Network Manager (CDNM)
Hours: 18.5 – 12 month Fixed Term Contract
Base: Dunmanway

Overall Purpose of Position

The West Cork Children's Disability Network Teams (CDNT) will be providing intervention to children from the age of 0-18 years, presenting with complex developmental needs requiring inter-disciplinary intervention. Our services are based upon a Family Centered Practice Model in line with the Progressing Disability Services (PDS).

The Grade III Administrator is part of the West Cork PDS interdisciplinary team and requires a skilled and efficient Administrator. The role includes management and coordination of the administration requirements of the team which includes appointments, clinics, reception, client queries and clinical data reports.

Key Responsibilities

- Responsible for the provision of general administrative support to the CDNM and the CDNT as required
- Accountable for the completion of administration requirements for the service including typing, photocopying, office filing, tidying & maintenance of records as required
- Provide office support, answer queries and provide a reception / telephone service
- Take responsibility for follow up actions or messages, ensuring recipients receive messages promptly and clearly
- Manage data - including maintaining, correcting, collating, verifying, validating and processing data
- Maintain accurate up to date records filing systems and records (computerised / paper copy)
- Assist in and / or prepare reports as necessary
- Undertake any other administrative support and assignments as directed
- Ensure that all visitors are received in a courteous and efficient manner.
- Sort all incoming and outgoing mail, and manage the operation of the franking machine.
- To be familiar with and adhere to all CoAction policies and procedures.
- Ensure that all records and information remain strictly confidential, and all necessary measures are taken to ensure that this confidentiality is protected.

The above description is intended to give a broad outline of the post only. It is neither inclusive nor definitive. The postholder will be given as much notice as possible of any significant changes to the role.

Administrator (Grade III) Person Specification

Qualifications, Experience and Skills

- Minimum of two years' relevant administration experience
- An administration qualification at QQI Level 5
- Previous experience of working in a busy administration role
- Excellent computer literacy and competency in Microsoft Office
- Excellent organisational, communication and interpersonal skills
- Flexibility and ability to work both as part of a team and on own initiative
- Reception /switchboard experience
- Excellent attention to detail
- Displays the highest standards of confidentiality