



JOB DESCRIPTION FOR

CLINICAL ADMINISTRATOR

<u>General Details</u>	
Job Title:	Clinical Administrator
Normal Place of work:	Head Office, Kids Inspire, Fox Crescent
Contractual terms:	Employee contract
Contract duration:	Renewable annually
Hours:	37.5 hours per week
Salary:	To be discussed at interview

<u>Job Purpose</u>
To provide administrative support to the Therapy Team.

<u>Relationships</u>	
Reporting to:	Clinical Admin Supervisor
Working with:	Clinical Director, Clinical Team Manager, Team Supervisors, Service Users, Therapists and fellow administrative staff

<u>Main activities</u>
<p>To provide administrative support to the Clinical Director, Clinical Team Manager and Clinical Case Supervisors and to assist the team in the following tasks to include but not be limited to:</p> <ul style="list-style-type: none"> • To be responsible for disseminating information in relation to therapy services • To follow screening processes in order to support the Clinical Management team in allocating the most appropriate services to service users • Maintaining up-to-date clinical data via Pipedrive

- To support with the collation of data in relation to performance, statistics, service users feedback and activity, producing summary reports as required
- To provide support to the clinical team in relation to assessments, referrals and intervention bookings
- To assist in the production of information for clinical audits
- To attend clinical team and business team meetings
- To ensure all income information and clinical updates are disseminated appropriately to the clinical/management teams

Person specification

Able to demonstrate:

- Proven excellent administrative experience (preferably in a healthcare setting)
- Good telephone manner
- Excellent interpersonal skills
- An eye for detail
- Good computer skills
- Ability to meet deadlines under pressure
- Able to work independently and as part of a team
- A 'can do' attitude
- An understanding of the importance of confidentiality and therapy processes through relevant training or experience

Requirements and conditions

To carry out the above tasks in an efficient, pro-active and effective manner.

To act as ambassador for Kids Inspire.

To be a car owner to enable travel between locations and to hold a clean licence and be covered by business insurance.

You will be subject to an enhanced check of criminal records via the Disclosure and Barring Service.

Kids Inspire reserves the right to alter the content of this job description, after consultation, to reflect changes to the role or services provided, without altering the general character or level of responsibility.

Reasonable adjustments will be considered as required by the Equality Act 2010.

The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect as outlined in the Equal Opportunities Policy of Kids Inspire.

Confidentiality and Data Protection

All information concerning clients and staff must be treated as strictly confidential at all times. Breaches of confidentiality will be dealt with under Kids Inspire disciplinary procedure.

