



BOYLE FAMILY RESOURCE CENTRE

Job Description

Job Title	Clinical Administrator Boyle Counselling & Psychotherapy Centre
Location	Boyle Family Resource Centre, Boyle, Co. Roscommon (onsite)
Reporting to	Clinical Lead / FRC Manager & Board of Directors
Our vision	An inclusive community where children, individuals, couples and families embrace life, achieve their full potential and contribute to the society in which they live.
Terms and Conditions	Contract: Permanent – full time subject to adequate and sustainable funding. Probation: 9months, with reviews at 3 and 6 months. Hours: 35hrs per week Salary: €33,139
Employee Benefits	Pension: Access to a contributory pension scheme - PRSA, 10% Employer contribution, min 5% employee contribution Annual Leave: 25 days(pro rata) including shut down period of 4 days in August and two weeks at Christmas/New Year. EAP: Access to an employee assistance programme. Bike to work scheme. Supportive Team Environment with induction for new staff.

Role & Responsibilities

The role of the Clinical Administrator is administrative support to the Counselling & Psychotherapy Centre. You will be required to provide a welcoming and supportive environment for all who attend, as well as ensure the smooth running of the centre's daily activities and be present in the centre.

Reporting directly to the Clinical Lead this role will include but will not be limited to the following;

- Welcoming clients to the centre and general reception duties
- Provide administrative support to the Clinical Lead and therapy team
- Organising meeting and take minutes as required.
- Ensure appropriate filing system (both paper and electronic).
- Ensure data is kept inline with GDPR, data protection and confidentiality policies.
- Managing petty case, post and donations in line with Boyle FRC policy and procedures.
- Ensure appropriate resources are available for the smooth running of the centre in line with centre budget.
- Maintain office equipment and coordinate purchasing and delivery of office stationary.
- Work in accordance with the policies and procedures of Boyle FRC
- Familiarity with accounting and budget management.
- Ensure invoices and back-up documentation are submitted on time.
- Liaise with the Clinical Lead and the Finance Sub-group of the Voluntary Board of Directors. Prepare a monthly report for the Voluntary Board of Directors.
- Liaise with and assist FRC Finance & Clerical Officer.
- Pay approved expenses and maintain a record of expenses and payments where required.
- Experience in applying for and meeting conditions of grant applications.
- Contribute to the development and implementation of policies, procedures relevant to the work of the centre; including Charity Regulator, Governance Code, GDPR.
- Undertake any other duties as determined by the Clinical Lead / FRC Manager and /or Board of Directors.

<p>Required Skills and Experience</p>	<ul style="list-style-type: none"> • Good organisational and administration skills with careful attention to detail. • Calm, compassionate, and welcoming manner. • Must have strong computer skills, including proficiency in using Microsoft Office. • Knowledge of Customer/Client Relationship Management Systems. • Capacity to complete work in a timely manner. • Experience in working with databases and advantage. • Knowledge and experience of payroll systems an advantage. • Proficient communication and interpersonal skills • Ability to take responsibility for ensuring that work is completed to a high standard. • Ability to work on their own initiative and a strong ability to work with a team. • Exercises good judgement about who to share information with when the level of confidentiality is unclear. • Organised and flexible in meeting multiple demands. • Demonstrate a belief and enthusiasm for the work of Boyle FRC and adhere to the core values of Boyle FRC
<p>Integrity and Trustworthiness</p>	<ul style="list-style-type: none"> • Leads by example in terms of honesty and compassion in dealing with others. • Exercises good judgment and maintains confidentiality. Insists on integrity at all levels of their work.
<p>Application Process</p>	<p>How to apply:</p> <p>Candidates must email their C.V. and Cover Letter to recruitment@boylefrc stating in the subject line of the email ‘Clinical Administrator [name]’</p> <p>In your cover letter, please outline your suitability for this role as per the job description above and any other relevant information.</p> <p>The closing date for applications is Wednesday 7th February 2024</p> <p>Garda Vetting, and satisfactory references, will be sought prior to the successful candidate taking up the post.</p> <p><i>Boyle FRC is an equal opportunities employer which means we do not discriminate based on age, race, colour, religion, ethnicity, national origin, sex, sexual orientation, or physical/mental disability. We are committed to a diverse and inclusive workplace for all.</i></p> <p><i>All documentation received by Boyle FRC will be processed in accordance with the Data Protection Acts, 1988 and 2003 General Data Protection Regulation (GDPR; 2018). The information will only be used by Boyle FRC in the processing of job applications and for ongoing administrative purposes with job candidates.</i></p>

