



## SAINT JOHN OF GOD LIFFEY SERVICES

Saint John of God Liffey Services provides Day, Respite and Residential Services for people with intellectual disabilities.

### Job Description

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**Location:** Saint John of God Liffey Services

**Post:** **Administrative Assistant Grade IV**

**Department:** Administration

**Reports to:** Administrative Supervisor

**Responsible to:** Regional Director

**Salary Scale:** Grade IV Clerical (119mer)

**Superannuation:** Nominated Health Agencies Superannuation Scheme / Single Public Service Pension Scheme.

**Working Week:** 37 actual working hours per week (Pro-Rata where appropriate).

Actual hours of attendance will be determined by the Regional Director or designated nominee in line with service needs. From time to time you may be required to work outside of the normal hours.

**Holidays:** The Order's holiday year runs from 1<sup>st</sup> January to 31<sup>st</sup> December and the annual leave allowance is pro-rata 28 days plus Public Holidays. Public Holidays will be granted in accordance with the provisions of the Organisation of Working Time Act 1997.

**Sick Leave:** The Order's Sick Pay Scheme will apply.

**Confidentiality:** Strict confidentiality **must** be maintained with regard to all matters concerning service users, staff and business of the Service. On no account must information concerning service users, staff or business of Service be divulged or discussed except in the performance of normal duty. Records, documents or correspondence may never be left in such a manner that unauthorised persons can obtain access to them.



The Administrative Assistant will provide overall administrative and secretarial support for the Multi-Disciplinary Department primarily but will be flexible and may be required to support or be allocated to other Departments to meet the needs of the Service.

The following is intended for the guidance of the person assigned to the post but is not an exhaustive listing of the duties associated with the post:

1. Ensure an efficient, organised and responsive secretarial, telephone and administrative function for the Service which includes but is not limited to:
  - Managing internal and external telephone communications as appropriate.
  - Taking messages and forwarding these messages as required in a timely and efficient manner.
  - Receiving, sorting and distributing incoming mail and taking responsibility for the outgoing mail on a daily basis.
  - Managing, composing and typing correspondence, reports, minutes, memoranda, including preparation of transcripts from meetings, as appropriate.
  - Preparing documentation, reports, notices and venues for meetings.
  - Attending meetings, room booking, preparing and circulating Agenda, upkeep of minutes and circulating minutes to membership, as appropriate.
  - Receiving visitors/callers in a courteous, efficient and confidential manner.
  - Responsibility for Travel arrangements
  - Dealing with general enquiries.
2. To be responsible for the accurate set up, recording and maintenance of appropriate office systems, databases and filing, both in manual and electronic form ensuring data integrity, security and confidentiality are maintained.
3. Production of reports in response to ad-hoc information requests.
4. Organising and maintaining diaries/calendar and circulating information as required.
5. Assist in the design and composition of forms, booklets, information packages etc., and liaise with printing suppliers in respect of requirements of the Service which may include 'mock up' of material.
6. To participate in the promotion of an effective internal communication system.
7. To provide support for events and presentations as may be organised by the Region from time to time.
8. To maintain the immediate working environment in a safe, comfortable and tidy manner.
9. To keep apprised of developments in the field of administration, secretarial and clerical matters.
10. To provide cover at reception as required.
11. To keep abreast of emergency and other procedures.



12. To attend meetings and carry out other appropriate duties as may be assigned from time to time by the Administrative Supervisor as directed.
13. To participate in staff development and in-service training relevant to the post as may be organised from time to time.
14. To be fully familiar with the terms of the Safety, Health and Welfare at Work Act and all relevant policy documents of the Order i.e. Welcome Pack, Safety Statement, Safeguarding of Vulnerable People,
15. To respect and operate within the framework of the tradition, character and ethics which govern the work of the Hospitaller Services of Saint John of God.
16. To ensure that the Order's charisma of hospitality is demonstrated to everyone who comes in contact with Saint John of God Liffey Services.
17. To demonstrate acceptable professional behaviour which positively promotes the image of Saint John of God Liffey Services.
18. To ensure that all reports for area of responsibility and Centre records are confidential to the service at Saint John of God Liffey Services and to maintain confidentiality in respect of matters which come to your knowledge in the course of your official duties.
19. This job description will be subject to review in light of experience and/or changing circumstances and will include other duties appropriate to the post as may be reasonably determined by the Regional Director or person designate.

**November 2019**