

## **Job Description**

<b>DIRECTORATE:</b>	Social Services & Wellbeing
<b>DEPARTMENT:</b>	Adult Social Care / ICS – Community Resource Team / CRT Development Team
<b>POST:</b>	Assistive Technology Administrative Assistant
<b>GRADE OF POST:</b>	GR03
<b>RESPONSIBLE TO:</b>	Bridgelink Telecare Developer

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### **JOB PURPOSE:**

You will provide a high quality administrative service that assists with the operation of an efficient and effective Integrated Community Occupational Therapy and Assistive Technology service.

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### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- Providing administrative support for the Bridgelink Telecare and Community Occupational Team Processes.
- The checking and processing of completed telecare referrals ensuring all necessary information has been collated.
- Updating the CCIS information database as required.
- The setting up and maintenance of manual and electronic filing systems.
- Maintenance of equipment servicing records.
- Collating and maintaining records through the use of information systems, and providing appropriate management information as required.
- Liaising with staff in other Divisions, Directorates and other agencies.
- Photocopying, filing, scanning, and other general office duties

## **GENERAL DUTIES**

### **Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

### **Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

### **Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.



	<ul style="list-style-type: none"><li>• Ability to respond appropriately to the needs of customers.</li><li>• Ability to think clearly.</li><li>• Ability to work flexibly and proactively.</li><li>• The ability to communicate through the medium of Welsh.</li></ul>		
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