

## **Job Description**

<b>DIRECTORATE:</b>	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 Intergrated 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.

## Person Specification

### Assistive Technology Administrative Assistant

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes).

Attributes	Requirements	Essential	Method of Evaluation / Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• A good standard of education, equivalent to QCF Level 2 or an ability to demonstrate competence through experience.</li> <li>• RSA Stage II or equivalent</li> </ul>	(Yes)	Production of original Qualification Certificates and application form.
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in an office environment.</li> <li>• Familiarity with administrative processes and systems.</li> <li>• Experience of using databases as well as information and administrative systems</li> </ul>	(Yes)  (Yes)	Interview, application form and selection process.
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to form constructive working relationships with colleagues.</li> <li>• Ability to communicate clearly and effectively.</li> <li>• Ability to demonstrate good organisational skills.</li> <li>• Ability to demonstrate good interpersonal skills</li> <li>• Sound knowledge of Word and Excel.</li> <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>	(Yes)  (Yes)  (Yes)	Interview, application form, and selection process.