



Job Description

Job: Administration Assistant

Location: Limerick

Contract Hrs: 17.5 Hours per week

Contract Type: 1 Year Fixed Term Contract

Reporting to: Assessment of Need Officer

Overall Purpose of the Post:

To support the administration process within the Assessment of Need Office.

Duties:

Provide administrative supports to the Assessment of Need Team as follows:

- Provide all necessary administration supports to teams and clinics to include typing of meeting agendas, team minutes and IFSP's, updating the management Information System and soft copy records in this regard and any other administration supports as required
- Provide switchboard support by answering the phone and directing queries to appropriate members of the team.
- Provide typing services to support general clinic administration to include: Letters, reports, submissions, mailings, memos, agendas, minutes (to include attendance at meetings as required), and any other correspondence as delegated
- Establish and maintain efficient office practices as to support the efficient workings of the clinics
- Maintain effective filing and archiving (hard and soft copies) of all Service/Service user records
- Responsible for informing families (via telephone and post) of scheduled appointments.
- Responsible for management of outgoing and incoming post (i.e. logging same in database, distributing incoming post).
- Photocopy and scanning.
- Provide support to clinicians prior to assessments by booking assessment rooms adequate for purpose and ensuring the assessment room is ready (i.e. chairs, mats, equipment).
- Complete tasks with high levels of attention to detail.
- Understand and work within Enable Ireland's code of confidentiality.
- Ensures that effective safety procedures are in place to comply not only with the Health, Safety and Welfare at Work act but also within Enable Ireland's policies and procedures.

Communication

- Ensure that good, clear and respectful communications and relationships are developed and maintained with children and families, colleagues, CDNM, CSM and DOS.

Training and Development

- To participate in training programs and other developmental needs as identified by the Children Services Manager, Director of Service or Enable Ireland.

Flexibility

- The appointee is expected to have a high level of flexibility, and a willingness and ability to develop new approaches to their work as service needs require. Duties and responsibilities of any post in the services are likely to change with the ongoing needs and developments of the services and the changing hopes and expectations of individuals supported by the Services.
- The appointee will be required to carry out such other duties appropriate to their employment as may be assigned to him/her from time to time.

Quality Assurance:

- Adhere to record keeping requirements in accordance with agreed procedures and legislation
- Work to agreed standards of practice

Confidentiality:

- Enable Ireland has a code of confidentiality. All staff working within Enable Ireland are bound by the code of confidentiality. All information that is obtained through work with residents, their families and carers is strictly confidential and must not be shared outside Enable Ireland unless acting on the instructions of the Director of Services

To minimise exposure to breaches of GDPR, strict compliance is required in the course of carrying out the duties of this job and working with others. This will include, but is not limited to, compliance with Enable Ireland's suite of GDPR Policies & Procedures, attending all GDPR Training sessions and ensuring personal responsibility for implementing safeguards and measures as directed.

This description is not restrictive and the post holder may be required to carry out other duties as requested by the Assessment Officer

Terms & Conditions:

Responsible to: Assessment Officer

Probation: A probationary period of 6 months applies, wherein three probationary meetings will take place to review your performance and suitability for appointment. The probationary period may be extended or terminated for any reason at Enable Ireland's discretion.

Salary: The current salary scale for this post is €28,377 to €45,992 pro rata per annum.
This pay scale is subject to increases in 2026 in accordance with the recent WRC agreement towards enhanced pay adjustments in Section 39 organisations

Annual leave: Annual leave entitlement is 30 days pro rata per annum and proportionately less for less than 12 months service.

Pension Scheme: Enable Ireland operates a contributory pension scheme, which all staff may join following start date.

Medical: The successful candidate will be required to undergo a medical assessment.

**Garda Clearance/
Police Clearance:** These will be required for all prospective employees who will undertake relevant work or activities relating to children or vulnerable persons.

**Sick Pay:
(If applicable)** All periods of sickness exceeding two days must be medically certified. Weekly medical certificates are required thereafter. The Company reserves the right to have you examined by its own Doctor after 3 months continuous sick leave. Upon completion of 6 months continuous service with the Company sick pay will be as follows:
Full pay less social welfare for the first 13 weeks of sickness in any 12 month rolling period and half pay less social welfare for a further (13) weeks of sickness absence in the same 12 month rolling period

Redeployment

In exceptional circumstances the organisation reserves the right to redeploy you to an alternative role that is suitable to your skills and experience.

