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| **Project Administrator Job Description** |
| **Function:** | To provide administrative support to staff in the BE WELL mental health team. Additionally provide some youth work support as and when required.  |
| **Location:** | This post will be based in Limerick Youth Service, Northside Youth Space.  |
| **Liaising with:** | Referral agencies, Limerick Youth Service staff, volunteers, young people & parents  |
| **Reporting to:** | Coordinator of Mental Health Team |
| **Primary Duties and****Responsibilities** | **Administration*** Ensuring that case notes, file storage and other administrative elements meet best practice and data protection requirements
* Perform general secretarial duties such as client correspondence, minute taking etc.
* Manage and prioritise workload ensuring all administrative deadlines are met
* Attend weekly team meetings, prepare agenda and contribute to team discussions
* Assist in compiling data for monthly reports
* Support other team members in the preparation of Annual Plan, Annual Reports, Progress Reports, etc.
* Manage purchase orders and maintain efficient and accurate accounts/budget for the team

**Communication*** Deal with sensitive and difficult calls effectively and escalate issues to appropriate staff as required
* Clearly focus on resolving any issues at first point of contact
* Screen and process referrals in a timely & confidential manner
* Effectively engage and communicate with young people and others who present at the premises
* Maintain a good working relationship with other team members, sharing information and knowledge, as appropriate
* Liaise with GP’S, parents, young people and service providers as required.

**Record Keeping*** Develop and maintain accurate paper and electronic record systems, capable of information retrieval, analysis and dissemination as required
* Ensure all records are kept secure.
* Manage waiting list, organise appointments and all correspondence to clients of the service
* Ensure correct policies and procedures for the handling of client information and processing of sensitive data is adhered to at all times.

**Other** * Provide youth work support to team eg assisting in delivering of mental health programmes to young people.
* Participate in training as required
* Represent team at local events for the purpose of sharing information with the general
* Adhere to all policies & procedures of the Organisation
* Attend supervision with Coordinator
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| **Desirable**  | * Experience in working with Microsoft office especially sharepoint.
* Experience of working/volunteering with young people/young adults and demonstrate understanding of dealing with this cohort.
* Have an interest in the area of mental health and be able to demonstrate same
* A background in dealing with such issues would be a clear advantage.
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| **Hours of Work** | 15 hours per week |
| **Salary**  | Commensurate with Experience |

*Please note Limerick Youth Service reserves the right to reasonably alter the above criteria.*

*Employment with the Limerick Youth Service is subject to a satisfactory response from the National Vetting Bureau and satisfactory reference checks being received.*

*This post is subject to a probationary period.*