

JOB ADVERT

TITLE	Administrator
EMPLOYER	Chrysalis Associates Ltd
DESCRIPTION	<p>Chrysalis Associates are an independent multi-disciplinary therapeutic team who are a regional centre of excellence in the assessment and treatment of developmental trauma and attachment difficulties in children. We are currently looking for an Administrator to join our team in Sheffield.</p> <p>We are looking for someone who will:</p> <ul style="list-style-type: none"> • Produce documentation such as letters, reports and presentations from hand-written or typed minutes to an agreed format using Microsoft Office Word, PowerPoint and Excel. • Book in therapy and assessment appointments. • Add supervision notes to client case notes. • Answer and respond to telephone and electronic enquiries in a professional manner and to take and relay messages which may be complex and sensitive in nature. • Set up and maintain confidential case records, electronic and paper, in accordance with company policies. • Book staff training courses, accommodation and travel in a timely, cost-effective manner when required. • Act as the first port of call for referrers, sending information to referrers and referral forms and managing the receipt of such forms and the creation of client files. • Photocopy, collate and distribute information internally and externally where necessary. • Distribute post received and be responsible for post sent. • Coordinate room bookings both internally and externally. • Attend weekly administration meetings and team briefs. • Adhere to the standards laid down by Chrysalis concerning the management of all written material and keeping of clinical information. • Abide by all Professional Policies, Procedures and Guidelines of Chrysalis. • Good organisation skills, flexibility and autonomy. • A current UK driving licence and access to their own car. <p>The post-holder must maintain confidentiality of information at all times in accordance Chrysalis policies. The post-holder may only access information on a need-to-know basis in the direct discharge of duties and divulge information only in the proper course of their duties.</p> <p>We recognise that people from Black, Asian and other racial/ethnic groups that may be a minority within the UK are under-represented in our field, and would like to strongly invite individuals from these communities to apply for this post.</p>

	<p>The closing date for completed applications is Friday 25th October 2024.</p> <p>You will be invited for a Face-to-Face interview on Tuesday 5th November 2024 and will be sent a list of the interview questions in advance.</p> <p>To apply for the position, please email us for a copy of the full job description, person specification and our application form. Once your application form is completed, please send this directly to us along with a copy of your CV and a covering letter.</p> <p>Please note that previous applicants need not apply.</p>
WORKING HOURS:	Part time (21 hours per week over Monday, Thursday and Friday, with flexibility to work later in the evenings where required)
SALARY:	£22,000 (based on full time earnings)
LOCATION:	Sheffield, UK
DATES:	<p>Closing Date: Friday 25th October 2024</p> <p>Interview date: Tuesday 5th November 2024</p>
ADDRESS DETAILS:	48 Wostenholm Road, Sheffield, S7 1LL
CONTACT NAME:	Rachelle Bowden, Rachel Johnson
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