

JOB DESCRIPTION

TITLE	Administrator
PURPOSE OF ROLE	<p>To ensure the Chrysalis Associates office is effectively managed on a day-to-day basis.</p> <p>To provide comprehensive administrative and clerical support to the Chrysalis Associates Team and Finance Manager and an efficient and effective interface with children and families as well as professionals from other agencies.</p>
RESPONSIBILITIES	<p>Book in therapy and assessment appointments.</p> <p>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.</p> <p>Add supervision notes to client case notes.</p> <p>Manage building maintenance and coordinate repair/maintenance appointments.</p> <p>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.</p> <p>Set up and maintain confidential case records, electronic and paper, in accordance with company policies.</p> <p>Book staff training courses, accommodation and travel in a timely, cost-effective manner when required.</p> <p>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.</p> <p>Photocopy, collate and distribute information internally and externally where necessary.</p> <p>Distribute post received and be responsible for post sent.</p> <p>Co-ordinate room bookings both internally and externally.</p> <p>Attend administration meetings and team briefs.</p> <p>Adhere to the standards laid down by Chrysalis concerning the management of all written material and keeping of clinical information.</p> <p>Abide by all Professional Policies, Procedures and Guidelines of Chrysalis.</p> <p>The postholder must maintain confidentiality of information at all times in accordance Chrysalis policies. The postholder may only access</p>

	information on a need-to-know basis in the direct discharge of duties and divulge information only in the proper course of their duties.
CONTINUING PROFESSIONAL DEVELOPMENT:	Attend for regular and effective supervision in relation to the work carried out. Undertake any appropriate training.