

The CRC delivers a range of services to children and adults with disabilities both nationally and locally through our centres in Dublin, Limerick and Waterford and our Outreach Services. The mission of the CRC is that by working together we make a positive difference to the lives of people with disabilities, their families and carers. Our vision is that people with disabilities achieve their potential and live full lives as equal and valued citizens.



Clerical Officer Grade 3

Permanent Contract, Full-Time 35 hours

Location - CRC Children's Disability Network Team, Balbriggan

The CRC Children's Disability Network Teams (CDNT) provide intervention to children from the age of 0-18 years, presenting with complex developmental needs requiring inter-disciplinary intervention. Our services are based upon a Family Centered Practice Model in line with the Progressing Disability Services. CRC CDNTs are based in Clontarf, Swords, Balbriggan and Clondalkin. This is an exciting opportunity to work as part of a dynamic team.

The successful candidate will have the following **essential** requirements:

- Administration Qualification QQI Level 3 to include excellent computer literacy and competency in Microsoft Office
- Fluency in spoken and written English
- An ability to make decision and prioritise workload efficiently
- Excellent communication, initiative, and time management skills
- Flexibility and teamwork skills which are key to this role

Desirable requirements:

- Experience working as part of multi-disciplinary team

Informal enquiries to Jean Oswell, Children's Disability Network Manager, mobile: 0876169701. Department of Health Salary Scale, Clerical Grade III (Salary range €25,352-€41,503 per annum). Applicants must demonstrate in their CV and supporting documentation how they meet the above criteria as short-listing will apply.

Please forward a letter of application quoting **reference CRC119/22** with full CV to Human Resources Department by email to recruit@crc.ie or through Irish Jobs by **5pm, Monday, 19th August 2022**. Interviews to take place week of 26th September.

**CENTRAL REMEDIAL CLINIC
JOB DESCRIPTION**

Job Title and Grade	<p>Clerical Officer (permanent) Grade Officer III, 1.0 WTE</p> <p><i>There is some flexibility around weekly working hours and times</i></p>
Location of Post	This post is based in CRC Balbriggan
Reporting Relationship:	The post holder will report to the CDN M
Key Working Relationships:	<p>The post holder will:</p> <ul style="list-style-type: none"> • Work closely and be directed by the Grade 5 Clerical Officer on the CDNT Balbriggan • Work with all team members on the CDNT Balbriggan • Liaise with all CRC staff at various levels throughout the organisation • Liaise with external agencies, HSE and third-parties as required
Purpose of the Post	The post holder will be expected to provide administrative support to the CDN M and to all staff on the CDNT Balbriggan
Principal Duties and Responsibilities	<p><u>Responsibilities:</u></p> <p>To deliver administrative support to the Balbriggan CDNT</p> <p><u>Duties:</u></p> <ul style="list-style-type: none"> ▪ General administrative duties, to include typing reports, taking minutes & correspondence and photocopying, diary management, scheduling appointments, arranging meetings and booking rooms ▪ File maintenance - keeping files up to date, in order and filed in relevant sections, including confidential documentation ▪ Accessing confidential management folders on Sharepoint and maintaining them as required ▪ Updating, inputting and creating databases ▪ Attending meetings and taking minutes ▪ Inputting statistics and reports ▪ Preparing Powerpoint presentations ▪ Liaison with other services /departments both internally and externally

	<ul style="list-style-type: none"> ▪ Answering internal and external telephones and dealing with queries and enquiries that arise via CDNT Balbriggan email ▪ Dealing sensitively and discreetly with matters of a confidential nature ▪ Processing Purchase Orders/IDO's <p><u>Training and Development</u></p> <ul style="list-style-type: none"> • Attending training, meetings, seminars, conferences, courses as appropriate to post and as approved/directed by the Manager • Participation in training and implementation of new initiatives as may come on stream <p><u>Risk, Health and Safety</u></p> <ul style="list-style-type: none"> • Complying with Health and Safety regulations and the Safety Statement of the CRC
<p>Skills, competencies and/or knowledge</p>	<p>The candidate must demonstrate:</p> <p><u>Communication and Interpersonal Skills</u></p> <ul style="list-style-type: none"> • Fluency in English • An ability to communicate in a clear and concise manner • A polite and friendly manner • Confidentiality <p><u>Written and Oral Skills</u></p> <ul style="list-style-type: none"> • Skills in understanding written and oral messages • An ability to understand and learn new systems quickly • A high standard of writing and typing skills <p><u>Professional Knowledge</u></p> <ul style="list-style-type: none"> • Administration qualification QQI Level 3 to include excellent computer literacy and competency in Microsoft Office • Planning and organisational skills • Effective time management skills • Ability to make decisions and prioritise workload in efficient and timely manner • Ability to communicate at all levels within the organisation and to work as part of a team. <p><u>Teamwork</u></p> <ul style="list-style-type: none"> • Flexible approach, helpful and cooperative • Foster good working relationships with CRC staff ▪ To work towards the overall goals of General Services and Capital Projects

	<p>The above Job Description is not intended to be a comprehensive list of all duties involved. The post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.</p>
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