



Milford Care Centre

(Under the auspices of Little Company of Mary)
Castletroy, Limerick.

Tel: 061-485800 Fax: 061-331181

Mission Statement

We in Milford Care Centre as a Little Company of Mary Health Care Facility aim to provide the highest quality of care to patients or residents, family and friends, both in the areas of palliative care and services to the older person, as envisaged by Venerable Mary Potter.

We strive to live our core values:-

Justice: To be rooted in integrity, honesty and fairness in all that we do.

Compassion: To seek to understand and to care for all with compassion.

Respect: To treat each person as a unique and valued individual.

Communication: To be open, honest and sensitive in all our communications.

Accountability: To provide a professional service that uses resources economically, efficiently and effectively.

Job Description

Job Title: Grade III - Clerical Officer

Reports To: Administration Supervisor

Direct Reporting Relationships: - Specific Line Manager dependent on area to which this Administration position is assigned within the Centre

Principal Responsibilities and Duties

- To provide secretarial services to and general office duties for assigned departments with proficiency paying particular attention to accuracy, presentation and speed.

Duties may include:-

- Answering telephone, responding to public enquiries, logging all messages, organising daily post and ensuring smooth running of key elements of the departments to whom you are responsible.
- Typing and computer based duties, with particular attention to accuracy, presentation and speed.
- Attendance at meetings and/or take minutes as necessary
- Photocopying and shredding for various departments as required.
- Maintaining accurate records using relevant databases and storing them in a safe and confidential manner.
- Maintaining efficient filing systems for records and professional journals etc.
- Collating statistical information related to your departments and contributing to the preparation of submissions, annual reports and research data.
- Responsibility for the control and the use of office stationary stock and maintaining accurate records of equipment on loan or sent for servicing.
- Organising meetings, seminars and presentations by arranging venues, circulating material (mail merges) to appropriate personnel.

Note:- Other/additional duties will be assigned on appointment of the Clerical Officer Grade III in accordance with the department to which he/she will be assigned.

- A working knowledge of the General Data Protection Regulations (GDPR) as they apply to the post holder in the context of his/her work.

- To conduct all assignments and communications in a professional, efficient and confidential manner.

To provide relief cover for other Administrative Staff as required.

- To participate in training either in-service or at external locations as required by the Line Manager.

General

- To maintain an awareness of the Mission Statement and Core Values of Milford Care Centre in relation to all associated work.
- To comply fully with the Centre's policy on Confidentiality.
- To comply fully with the Centre's Health & Safety Statement.
- To fully participate in any other Project work that arises as required.

HEALTH AND SAFETY

- To maintain a safe work environment in co-operation with the Centre Management Team and with reference to the Safety, Health and Welfare at Work Act, 1989-2004
- To work in a safe manner with due care and attention to safety of self and other authorised persons in the workplace.
- To be familiar with Milford Care Centre's policies, practices and procedures.
- To report immediately any accidents or incidents involving patients, staff or members of the public to the Chief Executive.
- To adhere to the policies laid down in the Safety, Health and Welfare at Work Act, 1989-2004.

Person Specification

The following skills / characteristics are essential for this position:

- Excellent working knowledge of Microsoft Office Suite particularly:- Word, Excel, Outlook and Powerpoint.
- Excellent communication and interpersonal skills.
- Excellent organisational ability.
- Ability to take initiative, when required.
- Ability to work well individually and / or as part of a team.
- Willingness to subscribe fully to the ethos / philosophy of Milford Care Centre.
- Willingness to undergo further training / personal development if required

Desirable

- Relevant Experience in related areas.