

Chime

Administrator for Chime Children Multi-Disciplinary Team

Part-time (Wednesdays and Thursdays) and Specified Purpose covering Maternity Leave

Job Description

Primary Duties and Responsibilities

Chime's Administrator for the Children's Multi-Disciplinary Team is responsible for handling administrative, data inputting and clerical tasks. They will be part of a clinical team with duties including accepting calls from clients and either answering their questions or directing their call, coordinating appointments for clients based on the professionals availability and processing invoices and payments.

At Chime, we are a values driven organisation, supporting our clients to achieve the best possible outcomes. We promote staff development, enable staff to fulfil their potential while providing top-class service delivery. Chime is a diverse and inclusive work environment where thinking outside the box to achieve our goals is positively encouraged and promoting collaborative working relationships is key in terms of supporting and meeting the needs of our clients.

The organisation's objective is to provide comprehensive range of services to children and families from diagnosis to adulthood that enables Deaf and Hard of Hearing children to reach their full potential. The Administrator will be required to support organisational priorities at a strategic level and provide a results-focused input into the organisation to achieve this objective. The aim of Chime is to provide services in a holistic-focused and client-centred approach.

Key Requirements

- Effective Planning and organisation of Chime's Children Multi-disciplinary Team.
- Versatile and capable of focusing on several responsibilities at once.
- Book Irish Sign Language interpreters for all clinicians when required.
- Represent Chime clinicians by screening incoming phone calls and helps with scheduling, receiving, and announcing scheduled clients and visitors.
- Gather client information and maintains clients records, and ensures clinicians productivity by maintaining calendars.
- Produce information by preparing clinical reports, and creating summaries when needed.
- Provide historical reference by developing and utilising filing and retrieval systems.
- Maintain client confidence and protects all operations by keeping information confidential.
- Maintain office supplies inventory by checking stock.
- Keep office equipment operational by following operating instructions.
- Update job knowledge by participating in educational opportunities.
- Occasional travel to other regions may be required for training, case conferences, etc.

Medical Secretary Qualifications and Skills:

- Strong office technology skills.
- Excellent communication skills.
- Detail orientated.
- Proficient in clinical terminology.

Education and Experience Requirements:

- 3-5 years' work experience in similar role.
- Previous experience in a clinical setting an advantage but not required.
- Excellent communication and flexibility.
- A compassionate and caring nature.
- Attention to detail.
- Ability to work on own initiative.
- Client Focused.
- Empathetic.
- Strong IT Skills . Salesforce experience would be an advantage.
- Self-motivated and results driven.
- Excellent planning, priority and time management skills.
- Strong interpersonal skills, ability and approachability.

Location

This role is based in Dublin.