



DAUGHTERS OF CHARITY SERVICE

For Persons with Intellectual Disability

JOB DESCRIPTION

TITLE: **CLERICAL OFFICER - GRADE 3**

RESPONSIBLE TO: **SERVICE MANAGER.**

EMPLOYING AUTHORITY: **DAUGHTERS OF CHARITY**

1. Provide an efficient secretarial and administrative service for the Service Manager. Dealing with all office duties in a competent and confidential manner.
2. Type all correspondence, reports, booklets, Power Point presentations and other information, ensuring a high standard of accuracy.
3. Arrange meetings and keep diary for the Service Manager, book Meeting Rooms as requested. Set up vision projector if required.
4. Being sensitive in dealing either verbally or in writing when making arrangements or cancellations.
5. Arrange meetings, take minutes, type and circulate same as requested.
6. Maintain filing system and ensure that correspondence received by Service Manager/ other areas is filed and up to date.
7. Ensure records are archived appropriately with appropriate labelling.
8. Photocopying documentation as may be required.
9. To answer phones and door buzzer as required. To deal with visitors in a helpful and friendly manner.
10. To input data in relation to clinical incidents, relief staff, leave and other data bases as required in a timely manner to meet deadlines.
11. Collating & filing all information relating to HIQA quarterly returns and other HIQA notifications. Assist with any other data required for HIQA visits or action plans after visits.
12. Keep all statistics relating to service user protection & welfare information up-to-date.

13. To assist with preparing data for the Quality and Risk Officer on quarterly basis.
14. To collate and circulate the weekly memo to all community houses.
15. Collating all reports and records relating to a legal claim.
16. Retrieve appropriate information for Freedom of Information requests for Assistant Chief Executive Officer.
17. Maintaining a high standard of work performance, attendance, appearance and punctuality at all times.
18. Ensure good working relationships with colleagues at all times
19. Ensure each person with an intellectual disability is treated with the utmost respect and dignity at all times.
20. Participate in Service Annual performance Review System
21. Ensuring an up-to-date awareness and understanding of conditions of employment within the Service.
22. Ensure that the highest standards of confidentiality are maintained in relation to all areas of work.
23. Ensuring good working relationships are maintained with colleagues.
24. Participate in Service Annual Performance Review System
25. Any other duties as may be assigned from time to time.

The above job description is not intended to be a comprehensive list of duties and responsibilities and consequently 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 when in office. This job description may change in line with the changing needs and objectives of the Daughters of Charity Service.