

ALLIANCE PSYCHOLOGICAL SERVICES LIMITED

JOB VACANCIES

Alliance Psychological Services is an independent provider of counselling and psychological therapy services based in the Tees Valley area and working across the North East region. We are working in partnership with Insight Healthcare and Middlesbrough & Stockton Mind to deliver the IMPACT on Teesside service.

SENIOR ADMINISTRATOR

1 x FULL TIME - 37.5 HOURS PER WEEK

We are looking for an experienced administrator to join our existing admin team in a Senior position.

You will support the Lead Administrators in the delivery of an efficient administrative support service to Impact on Teesside. This will include assisting with the day to day running of the administration team by producing rotas to ensure the workload is efficiently covered, assisting with training and support of the admin team, and liaising with Leads to highlight and problem any potential issues with processes and procedures. You will also line manage a small team with support from the Lead Administrators.

Alongside your senior responsibilities, you will deal directly with people contacting the service and provide admin support to the team of therapists. You will also assist in providing an efficient appointments administration service by assigning appointments for new patients to the service. You will be the point of contact for referral and first appointment telephone enquiries and any other duties relating to the referral or appointment booking process.

You should have an NVQ Level 2 in Administration/Business subject, and a good understanding and experience of working with database systems. Computer literacy is essential as you will be expected to input information onto a clinical database.

This position will be based at our Redcar office within Redcar & Cleveland Leisure & Community Heart. Hours of work will be 3 days 9am-5pm and 2 days 12pm-8pm, with flexibility required to cover periods of holiday and sickness.

Salaries will be based on £21,500 per annum.

Closing date for applications: Midday Monday 27th September 2021

Interviews will be held: Thursday 30th September 2021

Alliance offers first rate training and development opportunities, flexible working (where appropriate), child-care voucher scheme, 38 days annual leave per annum/pro rata, EAP health scheme and a 3% contributory pension scheme.

Alliance Psychological Services Limited is committed to promoting equal opportunities in our employment practice and service delivery. We are signatories to the Mindful Employers Charter. Alliance also has Investors in People status and is committed to the National Living Wage.

Alliance Psychological Services follows safer recruitment of staff for all appointments. It is a requirement that all staff understand it is each person's individual responsibility and are committed to promoting and safeguarding the welfare of clients. Please note that due to the nature of the duties of these roles, an enhanced criminal records disclosure will be sought in the event of a successful application.