



BUILDING UNDERDEVELOPED SENSORIMOTOR SYSTEMS (BUSS) ADMINISTRATOR

JOB DESCRIPTION

- Take responsibility for the administration of clinical referrals to BUSS
 - Responding to initial enquiries
 - Liaising with Social Workers and clinical teams
 - Inputting new referral information onto our database
 - Contacting referred families and clients to arrange initial and subsequent appointments
 - Processing case administration within our system
 - Typing and sending letters and appointment emails
 - Liaising with clients and other external agencies as needed to ensure the appropriate processing of cases.
 - Working with the management team to ensure the smooth running of the service
 - Assisting with the drafting and production of service information reports
- Providing administrative and secretarial support to Therapists and the management team, including diary management.
- Managing contracts and working closely with the finance team and the Head of Clinical Services regarding invoicing
- To have a working knowledge of the training being provided by the company and to provide support for this team as needed

Job Description and Person Specification

EMPLOYER: Oakdale Therapies Ltd.

SALARY: £20-£25k, depending on experience

HOURS: Full time (37.5 hours per week)

LOCATION: Leeds or Halifax




Building Underdeveloped Sensorimotor Systems (BUSS) is a clinical intervention for children and families who have experienced developmental trauma. This is often children in foster care or adoptive families. BUSS is also a training company, offering training to individuals and organisations across the UK and beyond.

You would be the first point of contact for families and professionals enquiring about BUSS and a really important part of our small team! BUSS is hosted by the Oakdale Group and you would be employed by Oakdale. This is Oakdale's website link : www.oakdalecentre.org

This job would suit an organised and capable senior administrator who shares our values and is keen to work with commitment and flexibility within a mutually supportive team. You can find out more about us on our website – www.bussmodel.org

CONTACT US

 01423 276203

 info@bussmodel.org

 www.bussmodel.org



The Oakdale Group

Oakdale was established more than twenty years ago and is highly regarded as a professional psychological therapy provider for adults as well as children and their families.

As a not for profit Community Interest Company and a provider of NHS and other publicly commissioned services, our focus is always on the goal of doing the best job we can for our service users, and delivering value for money for our clients and commissioners.

BUSS ADMINISTRATOR PERSON SPECIFICATION

1. ESSENTIAL

- Administration experience
- Experience of maintaining a website
- Excellent written and verbal communication skills and good telephone manner, with the ability to facilitate the resolution of issues
- Able to work on own initiative and to tight timescales
- Responsible, trustworthy and reliable
- Pleasant, calm and respectful manner
- A team player
- Proactive, organised, methodical, accurate, strong attention to detail
- The ability to build effective relationships, inspiring trust and confidence within the organisation and externally
- High level of personal and professional commitment
- Experience using a database

2. DESIRABLE

- Experience of similar work, typically as part of a team
- Experience using Google Workspace or MS Office applications including add-ons such as mail merge
- Experience creating and using Social Media (Twitter, FaceBook, Instagram, etc.)
- Knowledge of data protection and privacy



TO APPLY

Please send your CV with a covering letter describing why you are interested in the role to info@busmodel.org. Please highlight those aspects of your experience and skill set that make you a good fit for the Job Description and Person Specification provided and include details of your current salary and notice period.

Early applications will be welcomed. Interviews will be arranged on a rolling basis as suitable applications are received.

A DBS check, references and proof of eligibility to work in this country will be required for the successful candidate.

We are an equal opportunities employer and welcome applications from anyone with the appropriate skills, experience and personal qualities.

