



**Clerical Position Grade IV  
Job Description  
May 2022**

<b>Job Title</b>	Clerical Position Grade IV
<b>Location of Post</b>	North West Hospice, the Mall, Sligo
<b>Details of Service</b>	North West Hospice provides specialist palliative care with compassion for those living with life limiting illness in our community. We provide a full range of consultant led specialist palliative care services for Sligo, Leitrim, South Donegal & West Cavan.
<b>Reporting to</b>	Administration Manager
<b>Purpose of the post</b>	Clerical support for the busy departments within North West Hospice. Cover for SAP time and attendance input and other duties as assigned by the administration manager.

**Eligibility Criteria Qualifications and /or Experience**

- Payroll (preferably SAP) experience (Training will be given)
- Fast Typing skills (preference for medical secretary experience but not essential)
- Excellent organisational skills and the ability to prioritise tasks.
- Experience of a busy office including switch board duties and interaction with visitors and families.
- Experience of Computerised Management systems with a good knowledge of Word/Excel/PowerPoint/Publisher an advantage.
- Exceptional attention to detail required.
- Excellent interpersonal and communication skills
- Ability to work within agreed policies of North West Hospice.
- The ability to understand the ethos of the service
- Ability to work as a member of a team.

**Principal Duties and Responsibilities**

- Input of Time and Attendance in to SAP.
- Typing of medical letters and notes
- Filing and organisation of charts.
- Clerical support for various teams/managers within the hospice

## **Other**

- To maintain confidentiality of information and at all times.
- To ensure that North West Hospice policies and standards are adhered to.

This job description is not regarded as exhaustive or restrictive. Service needs may dictate changes from time to time as agreed with management.

## **Terms and Conditions of post**

This post is a temporary post for 12 months initially with consideration to convert to permanent post after a period of review and probationary period applied to the successful candidate.

The post is full time. 37 hours over 5 days (Monday to Friday 9 – 5pm)

The salary for this post is based on HSE Clerical Officer Grade 4 and point of scale will be determined by the HSE terms and conditions

29,249 31,218 32,009 34,008 35,838 37,439 38,989 41,079 42,599 44,128 45,545 46,968 LSIs

All statutory leave applies as per HSE policy.

For further enquiries please contact Dee Henry on [dee.henry@hse.ie](mailto:dee.henry@hse.ie) or 0877208414

Closing date for acceptance of applications is **12 noon, Wednesday 25<sup>th</sup> of May, 2022**

Applications should be sent to [aisling@northwesthospice.ie](mailto:aisling@northwesthospice.ie)

Interviews will be held on Thursday 2<sup>nd</sup> June 2022