

**Job Description**

**Social prescriber Administrator**

**Responsible to: Senior Social prescriber**

**Hours: 24 Hours per week**

**Location: Littlehampton Head Office/Bognor Regis TBC**

**Main purpose of job:**

Support the social prescribers (SP) with the overall administration for the service. This will include inputting client information from referrals and outcomes from social prescribing coordinators on to a data base, contacting clients to arrange assessments, carry our monitoring and evaluation and sending out information to clients.

**Main duties:**

**Service Delivery**

Working with the co-ordinators to input and record data entry for the service

1. Provide admin support as required to head of health, senior SP and the team as required
2. Receive from the coordinators their assessments with actions on a daily basis and action as necessary.
3. Provide telephone monitoring and evaluation as required, record information and run reports when required
4. Support the services to maintain records for use in reports and monitoring
5. Support Head of Health/Senior coordinators to complete monitoring and evaluation reports when required.
6. Gather, record and collate data, including case studies, in a prescribed format in order to demonstrate the impact of the service. This will support Head of Health in producing quarterly reports for the commissioners to be able to monitor and evaluate service delivery
7. To liaise with statutory agencies and other voluntary organizations as necessary to support customer’s needs including making onward referrals.
8. Send out information to clients and provide telephone support with support form SP.
9. When required be responsible for unlocking, locking up head office

**Key contacts and relationships**

Within AUKWSBH you will work closely with Head of Health and service coordinators and remain up to date on all other services provided

**Equal opportunities**

Age UK West Sussex, Brighton and Hove is committed to anti-discriminatory policies and practices and it is essential that the post holder is willing to make a positive contribution to their promotion and implementation.

**Scope of job description**

This job description reflects the immediate requirements and responsibilities of the post. It is not an exhaustive list of the duties but gives a general indication of work undertaken which may vary in detail in the light of changing demands and priorities. Substantial changes will be carried out in consultation with the post holder.

**Person Specification – Hospital Services Administrator**

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| **Essential** | **Desirable** |
| Have good communication skills including written and telephone | Have experience of working in the community |
| An understanding of, and interest in older people, their situations and the opportunities they may want and/or need | Have experience of working with older people |
| Be able to maintain excellent records accurately and safeguard them according to data protection and confidentiality requirements | Experience of minute taking |
| High level of Competency in administrative ability and IT skills including using main Microsoft packages as well as experience with project frameworks and systems | Experience in producing appropriate monitoring data as required |
| Shows initiative and can work unsupervised | Understands the adult social care environment and how we can best add value |
| Have a flexible approach to working | Ability to provide and assimilate information to people with diverse support needs. |
| Able to prioritize own workload to meet a flexible and changing environment | Effective problem solving skills that supports a “can do approach” within the service and when supporting people with care and social support needs |
| Works effectively as a team member | Have an understanding of what social prescribing is |
| Experience providing administrative support to a team |  |