



## Administrator

### In our acclaimed 'York Integrated Care Team'

If you would like a career where you can see and feel the difference the work you do has for the lives of patients and you enjoy challenging fast paced environments without a dull day...this could be just the role for you.

The thriving York Integrated Care Team was established to bring together primary and secondary care, social care and the voluntary sector to form a genuinely multidisciplinary team of different professions.

The team reviews all hospital admissions and discharges every day, contacting people who need support and accessing support from a range of other agencies. These services can ensure people stay in their own homes or return home from hospital.

The work this team is doing is at the forefront of innovation. It's pioneering work to bridge the gap between social and healthcare is receiving professional acclaim and recognition for the difference they make every day...every patient.

#### What is the purpose of this job?

You will be working in our York Integrated Care team, a forward thinking and expanding team made up of passionate and experienced clinicians (a GP Partner and Nurse case managers) support workers (Health & Social Care Assistants & Community Carers) as well as a specialist care co-ordinator and other administrators.

You will provide administrative support to the team whilst they prepare care plans that meet the health and social needs of patients and in doing so, reduce unnecessary hospital admissions.

- On our clinical system, you will navigate patient records looking for and retrieving information that will help the team make decisions. We will provide you with training / protocols surrounding what information is required and how this can be extracted from our records
- You will transfer this information into a report for the team on a regular basis in an accurate, clear and concise manner
- You will be working efficiently with large volumes of information whilst maintaining accuracy to detail in all that you do
- Liaising over the phone with agencies and patients
- Any other administrator tasks that may reasonably fall within the scope of the role which is to 'participate in the administrative function necessary for the York Integrated Care Team to provide the best social and health care to our patients.

#### What we look for in your application:

Experience of working in the health care environment is desirable, but not essential. What is essential is;



- Proven background of working and thriving within an administrative role in a genuinely fast paced environment where attention to detail is fundamental
- Proven background of IT literacy and navigating of systems to retrieve information efficiently and accurately
- Background of providing / reporting information in a timely, efficient and accurate manner
- Background of following processes and procedures both accurately and efficiently
- Proven background of dealing with the unexpected
- Competent in the use of PC's and IT.
- Ability to adhere to strict confidentiality policies
- Delivered first class internal customer service
- Enjoys working in a collective team by contributing to a positive and supportive working environment

### So are you in or are you out ?

<b>Job title:</b>	Administrator
<b>Surgery:</b>	Tang Hall Lane Surgery
<b>Hours:</b>	37.5 hours per week (part time will also be considered) - should be available to work 08.00 – 18.00 Monday to Friday
<b>Pay:</b>	£7.58 p/hour rising to £15,756 after successful training period + including company pension scheme

Applicants should apply using our online application form by [clicking here](#) or by visiting [www.job.nhs.uk](http://www.job.nhs.uk) and searching for Priory Medical Group, York.

### Selection for Interview

The Practice recognises that discrimination of any kind is both unlawful and would act as a barrier to finding the most talented individuals for our organisation. As such, our recruitment and selection procedures exist to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

A great deal of careful consideration has been invested in preparing the advert for this post based on the specification for this role and the person we are looking for. **Our selection for interview process is designed to ensure individuals are selected for interview on the merit of their application only.** If you are applying through NHS Jobs, you will notice you are asked if you would like a guaranteed interview as part of the 'Two Tick' disability scheme. Whilst this is an admirable government initiative, please be aware we are not signed up to this scheme. This is a question on the NHS jobs application form which is outside of our own control. Our own process ensures we consider candidates on the merit of their application only and we do not ask any questions regarding a disability as part of our selection process. We only give candidates the opportunity to share information regarding any disability **after** candidates are invited to interview and **only** if the candidate feels they require adjustments in the interview process.