



St. Francis Hospice Dublin
(Under the Care of the Daughters of Charity)

St. Francis Hospice Dublin provides a comprehensive range of palliative care services for patients and their families living in North Dublin City and County. We are currently recruiting for the following position:

Medical Secretary – Clinical Administration Team

Raheny / Blanchardstown

Grade IV

Permanent

20.5 Hours per Week, (over a 7-day roster, it will include weekend cover)

This position will work as part of the overall Clinical Administration Team and will report to the Hospice Administrative Services Manager. The Clinical Administration team provides administration support to the following areas namely: Community Palliative Care Team, Inpatient Unit, Medical Administration, Outpatient and Day Service, Reception and Social Work.

Essential Requirements

- Be educated to leaving certificate Standard or equivalent.
- To have undertaken an Office Administration/Secretarial Course or other relevant course.
- Have a minimum of two years clerical/secretarial/administration experience.
- Be fully competent in MS Office suite and other relevant packages.
- Previous experience in Information Systems e.g. Patient Management systems
- Flexible working approach – must be available to work across two sites (Raheny & Blanchardstown).
- Full driving license

Informal enquiries to: Ms. Alison Barker, Hospice Administrative Services Manager, email abarker@sfh.ie

Application form and job description can be downloaded from the Career page on our website <https://www.sfh.ie/career-opportunities> or can be requested from recruitment@sfh.ie

Candidates should complete the application form and email it along with a letter of application and a copy of their Curriculum Vitae to recruitment@sfh.ie

Closing date for all applications is noon 26th April 2024
Shortlisted candidates will be interviewed on 2nd May 2024

Visit our website at www.sfh.ie

St. Francis Hospice Dublin is an equal opportunities employer