

Job Title:	Administrator – Atrium Prison Counselling Services		
Location:	London geographical area	Travel Required:	Yes, as required across the appropriate prisons including Atrium Head Office
Level/Salary Range:	£22,000	Position Type:	Full Time Permanent
Will Train Applicant(s):	Induction training provided	Reports to:	Atrium Prison Lead

JOB DESCRIPTION

MAIN JOB PURPOSE

The post holder will work within Atrium’s Prison counselling services team, primarily in London providing administration duties to the Atrium Prison Lead and team and to take responsibility for completing these duties across the various prisons which Atrium is contracted to supply services.

This position would not require any direct contact with prisoners, however the post holder will be required to ‘hot desk’ generally within the prison’s healthcare wing at the different sites together with Atrium team members and those of other agencies.

Main Duties and Responsibilities, but not limited to the following:

- Process all new referrals to the Atrium Counselling Service
- Complete and send out new client opt in forms
- Process client opt in form returns
- Order stationery for the team
- Print off and make clinical packs for clinicians
- Print out clinical forms and keep filing cabinets fully stocked and in good order.
- Scan and attach client confidentiality forms to client SystemOne records

- Regularly audit Atrium Case log waiting lists to take out clients that have been released, transferred or failed to opt in within deadline
- Undertake weekly data backup and version control of each prison's client case log data
- Maintain an ordered classification system on all team database drives and review data quality.
- Attend as appropriate prison meetings in the absence of the Prison Lead
- Filter group prison emails to identify training opportunities and or issues that need to be brought to the attention of the Prison Lead
- Book all visitor passes to the prisons
- Book meeting rooms and send out meeting invitations
- Manage recruitment administration
- Schedule team training in line with Induction and training schedules
- Set up Induction logs and new systems access for all new recruits
- Collate completed clinical outcomes paperwork (CORE) and forward to Head Office
- Monitor CORE outcome data and ensure it is entered weekly or as appropriate
- Additional tasks as required, commensurate with the role to support the Atrium prison counselling service. Please note that when working within the requirements of a prison, safety of the estate is the ultimate priority, therefore additional duties may be required to enable the safe and efficient running of the service.

PERSON SPECIFICATION

ESSENTIAL QUALIFICATIONS AND EDUCATION REQUIREMENTS

- A confident and professional communicator in both verbal and written skills who can liaise with healthcare, prison and external agency staff.
- Experience of problem solving, highlighting a positive attitude to productivity
- Proven experience in organisational skills and attention to detail
- Proven experience of being able to work within a prison/forensic setting
- Proven expertise in the use of the Microsoft Office suite of software, in particular Word and Excel
- Willingness to travel to meet the job description requirements
- Willingness to undergo a full Disclosure Barring Service (DBS) vetting check
- Willingness to undergo level 2 enhanced and CTC MOJ vetting clearance (*please note that failure to pass vetting will invalidate the ability to meet the Job Description and the recruitment process will cease with immediate effect*)
- Self starter who is able to work independently, but is fully accountable to the team and service.

DESIRABLE QUALIFICATIONS AND EDUCATION REQUIREMENTS

- *Experience of SystemOne software*
- *Level 2 enhanced and CTC MOJ prison vetting clearance*
- *Ability and willingness to learn new skills and develop capabilities with the requirements of the role in line with the service needs.*