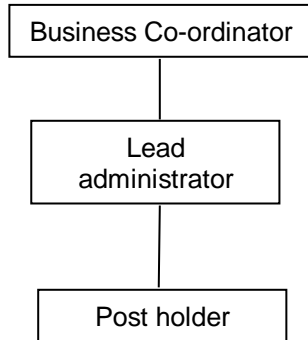


AVON & WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST

KEY LOCAL INFORMATION

Job Title: Clinical Services Administrative Assistant
Pay Band: Band 3
Responsible to: Business Coordinator
Base: Riverside Inpatient Unit
Hours: 37.30

Organisational chart:



Key Local Information:

The post-holder will be working for the CAMHS Riverside Inpatient Unit based at Blackberry Hill Hospital, Fishponds, Bristol.

The Riverside unit offers support for young people with a range of difficulties either on a residential basis or on a day programme.

The post-holder will have telephone contact with other CAMHS teams and external agencies and professionals seeking guidance, advice and solutions. This is a team who pride themselves on supporting those in greatest need at the time it is needed and signposting them on for suitable therapeutic care.

The post-holder will be expected to liaise with other specialist services within CAMHS and social care.

You will be exposed to information that is often complex and distressing and will need to be able to handle this confidentially. Good communication skills are key to the success in this post. You will need to have the ability to remain calm in a very fast-paced working environment dealing with unexpected demands throughout your working day. In return you will be part of a friendly supportive team in a very rewarding role.

