



Job Vacancy

CLINICAL ADMINISTRATOR
Monday – Friday 17.5hrs Per week
Pay Scale: £20,375 pro rata

This is an exciting opportunity to join our clinical team and support the effective delivery of high quality clinical services within the In-Patient Unit.

You will have a good standard of general education including maths and English and hold the ECDL/RSA level 2 or equivalent. You will have previously worked in a clerical/administrative environment and demonstrate excellent organisational skills.

If you believe in and demonstrate our values, want to make a difference and share our passion for the work of the Hospice we would very much welcome an application from you.

About us: St Cuthbert's Hospice provides holistic care for patients with life limiting illnesses. We are highly regarded for our quality of service and the first Adult Hospice in the country to be graded "outstanding" by the Care Quality Commission. Our 11 bedded palliative care In Patient Unit provides individualised care planned to support the total wellbeing of each person, taking into account their physical, psychological, social and spiritual needs. Our Living Well Centre delivers a 12 week programme offering advice and strategies to enable people with life limiting illnesses cope better with their health and wellbeing and support them to regain control of their life. We value the contribution of all our workforce comprising of over 90 staff and 395 volunteers. We are an equal opportunities employer and believe in treating everyone with dignity and respect, encouraging applications from all sectors of the community.

Our Values: Compassionate, Respect, Integrity, Professionalism, Choice, Reputation. These define who we are and guide what we do to ensure the highest quality care for those accessing our services and the highest quality experience for staff working here.

Why work for us: We are committed to making St Cuthbert's Hospice a great place to work supporting the provision of excellent services for the people of Durham. This has been demonstrated through winning a National HR Management Award (Charity Times), the 2016 Improving Impact Category for Governance, a local Employer of the Year award and Better Health at Work Gold standard in 2018.

100% of our volunteers who participated in our 2017 survey would recommend the Hospice as a care provider and 99% feel appreciated and valued. In our staff survey of 2018, 100% of respondents would recommend us as a care provider and more staff than ever feel their role makes a difference and are able to deliver the patient care/customer service they aspire to.

We want you to love coming to work, 92% of respondents told us they do and 98% told us the training, learning and development has helped them deliver a better patient/customer service. If you are ready for an exciting opportunity that will not only impact on patient care but will be motivating and rewarding on a personal level this could be the post for you.

For an informal discussion about this post please contact:
Julia McCabe – IPU Service Manager 0191 386 1170

Apply via NHS jobs or request a hard copy of the application form from the HR office 0191 374 6174 or email recruitment@stcuthbertshospice.com

Closing date for applications: 11th Aug 2023

Interviews: TBC

If you have not heard from us by 21st Aug 23 please assume you have not been shortlisted.

Please note: we do not accept CVs / this post is subject to a DBS check.