

## **Fostering First Ireland: MDT Business Support Officer – Proofreading / Copy Editing** **(<https://www.activelink.ie/node/115276>)**



***Fostering First Ireland are recruiting an enthusiastic person for an administrative role in business support. We have the following position available:***

### **MDT Business Support Officer – Proofreading / Copy Editing**

**Full Time (Fixed Term – 12 months)**

Fostering First Ireland is a leading national independent fostering agency that is part of the international Key Assets Group. The role offers the opportunity to work within a global company providing high quality and safe services in an environment that supports continuous improvement, learning and innovation.

We are looking for a dynamic, enthusiastic, self-motivated worker who can both work independently and collaboratively within an organisation committed to best practice. If you want to be part of a global organisation that is making a difference and changing lives, FFI may be the place for you.

***\*Salary €30,000 to €33,000 depending on experience.***

### **Main Responsibilities:**

#### ***Proofreading / Copy Editing for Quality Assurance***

- Ensure professional assessment reports (Psychology, Social Work, Speech and Language and Occupational Therapy) are proofread thoroughly for grammatical, spelling/typographical errors.
- Ensure consistency in the visual presentation of professional reports - checking style settings are aligned providing the correct structure throughout in accordance with the report templates.
- Checking professional assessment reports for fluidity of writing, clarity of communication and accuracy of data reported.
- Ensure reports are checked against Letters of Instruction /Terms of Reference – highlighting any gaps/inaccuracies.

#### ***Supporting the MDT Clinic Operations***

- Provide on-site assistance to clinicians and related staff as required during clinic opening hours.
- Welcome children and families to the MDT Clinic and ensure a safe and calming space is provided.
- Scheduling - Assist with appointment reminders, follow ups, and bookings
- Provide administrative support regarding incoming case referrals, overall case management and appointment bookings.
- Prepare and issue standard quotes and fee notes.
- Maintain an effective electronic tracking system to ensure information is shared across the team accurately (utilising Excel trackers and inhouse CRM).
- Prepare accurate weekly statistics, workflow summaries and case documentation (e.g. letters for schools/families/professionals).
- Set up, track and maintain assessment screening files/measures, utilising digital testing platforms to support the case intake stage and psychometric assessments for all children/families attending MDT Clinics. (*Training is provided on how to use Digital Testing platforms such as WPS, Q Global, Par-inc., MHS etc).*)

## Additional Optional Tasks – Qualification Dependent

### ***Provide MDT Assistance to Clinical Teams on request\*\****

- This may involve completing semi-structured, information gathering interviews with parents/carers, teachers under the supervision of the Clinical Lead (Senior Psychologist, Senior SLT or Senior OT).
- Observation of children/families undergoing assessments, subject to professional supervision and the approval of the Clinical Lead.
- In such instances your role would be specified as a Psychology Assistant for the purposes of any professional report produced.

**\*\*Please note a minimum of 2.1 in Psychology Hons degree is required (Master's degree level is preferable) to act as Psychology Assistant per PSI guidelines. No staff member can be assigned these specific tasks in the absence of said qualifications and appropriate supervision.**

## Requirements:

- You will need relevant work experience in a demanding administrative role
- You will provide comprehensive and flexible administrative support
- You will be a self-starter, comfortable with taking initiative and a creative problem solver
- You will have excellent attention to detail and be able to handle changing priorities and competing deadlines
- You must have good organisational, IT and paperwork management skills
- Previous work experience in proof reading and copy editing is desirable but not essential.
- A high standard of English (written and oral) is required for this role due to the high level of detail involved in proof reading and reviewing professional assessment reports. Applicants for whom English is not their native language will require evidence of advanced English competencies appropriate to the role.
- Excellent communication skills and a child-friendly approach.

**For further information on Fostering First Ireland please visit our website or for an informal discussion please contact Sarah Treacy on 087 7024569 (tel:0877024569) or sarah.treacy@ffi.ie (mailto:sarah.treacy@ffi.ie)**

**Please see our full Job Description and Person Specification attached. To be considered for this role, you must complete our application form in full.**

- ***Closing date for receipt of applications is the 9th of May 2025 .***
- ***Please email completed application forms along with your CV to jobs@ffi.ie (mailto:jobs@ffi.ie)***
- ***Please note shortlisting of applicants will apply.***
- ***Interviews are expected to proceed on Fri 16th of May 2025***

### **Region**

Dublin

### **Date Entered/Updated**

25th Apr, 2025

### **Expiry Date**

9th May, 2025

Attachment	Size
<u>JD_PS_BSO_MDT_Service_April 2025.pdf</u>	248.26 KB
<u>FFI_Application_Form_MDT April 25.docx</u>	76.89 KB

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