

Safeguarding & DOLS Administration Assistant

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Company: Thurrock Council

Location: United Kingdom

Category: other-general

Salary: £24,440 - £26,579 per annum (pro rata) Grade B 12 Months Fixed Term

Contract 18.5 Hours per Week

An exciting opportunity has arisen in our Adult Safeguarding Team. We are looking for a Safeguarding & DOLS Administration Assistant to work in this highly skilled team to support with our Safeguarding and DOLS processes. You will be working closely with our Safeguarding Practitioners and DOLS Co-ordinator and will be expected to provide support with monitoring emails, raising safeguarding concerns, and processing DOLS requests. You will become part of a very stable, award-winning team, where we provide the opportunity for you to grow and develop and join a very innovative and supportive service. The team is busy, but every case is different, and you will be able to draw on a wealth of knowledge and experience from your safeguarding team members, as well as our wider teams. We have adopted the Community Led Support Approach and all our teams work as one big team, in a person-centred way, with the focus being on building on the strengths of the person and the community around them. This job is office based at the Civic Centre, but flexible working is supported.

Adult Social Care at Thurrock Council has so much to offer you, and we look forward to seeing what you can offer Adult Social Care.

The post will be a 12 month-fixed term position of 18.5 hours per week. Other employee benefits are available and can be discussed further at your interview.

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