



Dr Doyle Surgery



#WPEP-2358883



Shanacloon, Duncannon, New Ross, Co.

Wexford,



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



16/10/2024



11/12/2024

How to apply

Application Method :

This programme is for jobseekers that are in receipt of a qualifying social welfare payment and those transferring from a social welfare scheme. Full eligibility details are available [here](#)



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Assistant Secretary - WPEP Scheme

Application Details

This Work Placement Experience Programme provides Participants with an opportunity to gain meaningful work experience, learning and training while on the programme. This programme is for jobseekers who are in receipt of qualifying social welfare payments and those transferring from a social welfare scheme or an ETB Training Allowance. Your eligibility for this programme will be verified by the Department as part of the application process.

Job Description

the candidate will gain experience in the following areas:

- learning how meet and greet clients
- learning how to reconcile accounts at end of day
- developing skills to effectively handle telephone & email queries
- training in booking appointments
- learning the skillset of general administration in a medical practice

At the end of the placement the successful participant should have developed the following skills and competencies:

- A reliable individual with strong understanding of the importance of confidentiality
- Excellent organisational & communication skills
- Excellent attention to detail
- Ability to multi-task
- Good knowledge of Microsoft Office/Excel
- Knowledge of Helix Practice Manager Software

Role Description

- 40 hours of mentoring and training in the following
- training on practice software, HSE healthmail and billing.
- learning how meet and greet clients
- learning how to reconcile accounts at end of day
- developing skills to effectively handle telephone & email queries
- training in booking appointments
- learning the skillset of general administration in a medical practice

20 Hours formal training in the following:

- Basic life support training in the next 6 months
- QQI level 5 in Communications or Word Processing
- **Sector:** human health and social work activities

Career Level

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years): 0**