**DENTIST – various roles within the department – relating to dentistry\*\*\* VACANCY CLOSED\*\*\***

**What is the role of a Dentist?**

Prevent and Treat problems affecting the mouth and teeth. Treat oral and dental disease. Treat injuries and correct issues, Promoting oral health

**What qualifications do I need to become a Dentist?**

GCSE – English, Science, Maths

A-Level Biology, Chemistry, Maths, Physics, Undergraduate Degree and then four year dental programme

**Alternative routes?**

Pre-dental year, 4 year degree, further training.

**What can I expect from the placement?**

* Overview community Dental Services
* Gain experience of communication Skills
* Organisation skills/people skills
* Expose to teaching unit – clinical placements

**When are the places available?**

12.06.2017 for 1 week

**To apply click here**

[](https://expertbeacon.com/sites/default/files/pain-free_dentistry_can_help_you_get_over_your_fear_of_the_dentist.jpg)

**TEMPORARY STAFFING ADMIN SUPPORT\*\*\*\*\* VACANCY CLOSED\*\*\*\*\***

**What is the role of the admin support?**

Data input, receive inbound telephone calls, arrange temporary staff cover for shifts, admin tasks

**What qualifications do I need to become an administrator?**

G.C.S.E. A- Levels, Word-processing

**Alternative routes?**

Apprenticeship

**What can I expect from the placement?**

* Supporting the bank team to resource bank workers where possible, to fill booking requirements for temporary workers across the trust.
* To receive in-bound calls, answer where applicable & filter out to the rest of the team
* To undertake administration tasks within health roster and bank systems e.g. re-setting temporary staff systems passwords
* To Support staff bank manager in event/recruitment planning

**When are the places available?**

19.06.2017 & 26.06.2017 (for either 2 x 1 week placement or 2 weeks placement)

**To apply click here**

[](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwjdxfut89PSAhUIB8AKHVNgDBEQjRwIBw&url=http://www.wisegeek.net/how-do-i-become-a-branch-administrator.htm&bvm=bv.149397726,d.cGw&psig=AFQjCNGo1vL-S_jC_OAy8gtbHSqoDZpxHg&ust=1489508937971340)

[](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwiy3_m19NPSAhWGOBQKHeVYB2cQjRwIBw&url=http://claytransformations.info/imageldb-librarian.html&bvm=bv.149397726,d.cGw&psig=AFQjCNHmPCl3Qg9uExx1CpoMP3twIi7uPg&ust=1489509014809401)

**LIBRARIAN \*\*\*\*\* VACANCY CLOSED\*\*\*\*\*\***

**What is the role of a librarian?**

To help library members with literature search, educational support. Managing, organising and distributing library resources. Making sure visitor’s needs are met in relation to resources.

**What qualification do I need to become a librarian?**

G.C.S.E. English, Maths. A-Level English. Degree in librarianship

**Alternative routes?**

As Above

**What can I expect from the placement?**

* Meet and greet visitors
* Support staff with literature search
* Help customers with any library issues
* Log book/journals in and out

**When are the places available?**

17.07.2017 1 week x 4 places

**To apply click here**

[](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwiy3_m19NPSAhWGOBQKHeVYB2cQjRwIBw&url=http://claytransformations.info/imageldb-librarian.html&bvm=bv.149397726,d.cGw&psig=AFQjCNHmPCl3Qg9uExx1CpoMP3twIi7uPg&ust=1489509014809401)

[](https://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwih1M2s9dPSAhWDbBoKHbFbAdMQjRwIBw&url=https://www.nursingtimes.net/roles/district-and-community-nurses/specialist-district-nurse-role-vital-to-safe-care-in-community/7000861.article&bvm=bv.149397726,d.cGw&psig=AFQjCNFO98vsAX0-TPC0iv7p46_ON2EtrA&ust=1489509471224954)

**DISTRICT NURSE\*\*\*\*\*\* VACANCY CLOSED\*\*\*\*\*\***

**What is the role of a District Nurse?**

Manage care to patients in the community. Visit patients in their homes to provide necessary advice and care regarding wound management, continence care and all other health related issues.

**What qualifications do I need to become a District Nurse?**

G.C.S.E, A-Levels, Nursing Degree

**Alternative routes?**

Nursing Degree Apprenticeship

**What can I expect from the placement?**

* Visiting patients in their own homes
* Deliver safe and effective care
* Shadowing the District Nurses when administering medicine, injections wound care etc.

**When are the places available?**

Any 1 week in June or July. 2 placements, for 1 week.

**To apply click here**

[](https://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwih1M2s9dPSAhWDbBoKHbFbAdMQjRwIBw&url=https://www.nursingtimes.net/roles/district-and-community-nurses/specialist-district-nurse-role-vital-to-safe-care-in-community/7000861.article&bvm=bv.149397726,d.cGw&psig=AFQjCNFO98vsAX0-TPC0iv7p46_ON2EtrA&ust=1489509471224954)

**INFORMATION TECHNOLOGY HELPDESK ASSISTANT\*\*\*\* VACANCY CLOSED\*\*\*\*\*\***

**What is the role of an Information Technology Helpdesk Assistant?**

Receive phone calls, emails from staff members that are experiencing any IT related issues. Resolving all IT issues. Offer assistance in troubleshooting. Ordering equipment.

**What qualification do I need to become an IT Helpdesk assistant?**

G.C.S.E , A-Level, IT related Degree

**Alternative routes?**

Apprenticeship

**What can I expect from the placement?**

* Shadow call handlers
* Take queries from staff members who are experiencing IT related issues
* Data Input
* Support the technical team when visiting sites.

**When are the places available?**

24.07.2017 1 week placement

**To apply click here**

[](https://www.google.co.uk/imgres?imgurl=https://www.selective.com/~/media/Images/S/Selective/content-images/careers/information-technology-positions.jpg?h%3D471%26la%3Den%26w%3D760&imgrefurl=https://www.selective.com/careers/experienced-professionals/information-technology&docid=aQynVfmnlFeiqM&tbnid=huZCzJrPjaPSRM:&vet=1&w=760&h=471&hl=en&bih=945&biw=1280&q=information%20technology%20&ved=0ahUKEwjny_-m9tPSAhWIxlQKHYhBBfAQMwhoKDAwMA&iact=mrc&uact=8)

**ADMINISTRATION APPRENTICE \*\*\*\*\*\* VACANCY CLOSED\*\*\*\*\***

**What is the role of an Administration Apprentice?**

Arranging meetings, attending meetings and taking minutes at meetings, typing up the minutes and distributing them. Answering phone calls. Diary management. Typing letters and documents. Support the team with all admin related duties.

**What qualifications do I need to become an admin assistant?**

G.C.S.E. A-Levels, Word-processing qualification

**Alternative routes?**

Apprenticeship

**What can I expect from the placement?**

* Meeting management – undertand the full process of arranging a meeting.
* Minute/note taking – shadow admin support at meetings
* Typing, photocopying, printing documents, formatting documents
* General office duties

**When are the places available?**

1 week during June or July

**To apply click here**

[](https://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwis2IGN99PSAhVBuBoKHXY2B80QjRwIBw&url=https://www.pennfoster.edu/programs-and-degrees/administrative-assistant/administrative-assistant-career-diploma&bvm=bv.149397726,d.cGw&psig=AFQjCNH7W9M4tanQwvNoh2CSNepkJpqmmA&ust=1489509858349651)

**CENTRAL SERVICES ADMINISTRATOR\*\*\*\*\* VACANCY CLOSED\*\*\*\*\*\*\***

**What is the role of the central services administrator?**

Receiving all HR related queries. Supporting staff with HR enquiries, re-directing and trouble shooting. Answering phone call where applicable. Data input. Updating staff training records.

**What qualifications do I need to become an admin assistant?**

G.C.S.E. A-Levels, Word-processing qualification

**Alternative routes?**

Apprenticeship

**What can I expect from the placement?**

* Answering queries via the telephone & email.
* Data Input
* Scanning documents
* Preparing material for training
* Supporting the HR team with all admin tasks.

**When are the places available**?

1 week in July

**To apply click here**



**COMMUNITY NURSERY NURSE\*\*\*\*\* VACANCY CLOSED\*\*\*\*\*\***

**What is the role of a Community Nursery Nurse?**

A health visitor is a qualified nurse who promotes good health in child health and prevent illness, by offering practical help and advice. Supporting parents in bringing up their children.

**What qualifications do I need to become a Community Nursery Nurse?**

GCSE – English, Science, Maths

BTEC National Diploma in Children’s Care,

**Alternative routes?**

NVQ Level 3 in Childcare

**What can I expect from the placement?**

* Advising parents on child health and development matters (0-5 years)
* Undertaking clinics
* Providing health related information & education to families e.g. feeding & weaning
* Supporting the health visitor in work with specific families in the home
* Have a sound understanding of child development

**When are the places available?**

03.07.2017 for 1 week

**To apply click here**

[](https://www.google.co.uk/imgres?imgurl=http://www.bhamcommunity.nhs.uk/EasysiteWeb/getresource.axd?AssetID%3D15941%26type%3Dfull%26servicetype%3DInline&imgrefurl=http://www.bhamcommunity.nhs.uk/patients-public/children-and-young-people/services-parent-portal/health-visiting/&docid=gNPisYDWd7CUBM&tbnid=MnFCiLnC46MrmM:&vet=1&w=3995&h=2588&hl=en&bih=945&biw=1280&q=community%20nursery%20nurse&ved=0ahUKEwi-kLiNy9XSAhVlLMAKHe2KDDMQMwhyKEswSw&iact=mrc&uact=8)