



Reducing the **harmful impact of drugs and alcohol** on users, their families, partners and society

Open Road is the largest charity in Essex providing drug and alcohol treatment services and has been established for 20 years. We operate centres across Essex including a range of outreach services delivering support, advice and information and structured treatment.

## **Data Input Worker North Essex**

**Part-Time**

**£15,000 per annum pro rata**

We require a part time Data-Input worker for 15 hours per week. The candidate will be required to input data onto our dedicated drug and alcohol database system. In addition they will be required to undertake general administrative duties.

Computer literacy and organisational skills are essential.

Please download an application pack from our website [www.openroad.org.uk](http://www.openroad.org.uk)  
or contact

Caroline Warwick on 01206 369782 or email [Caroline.warwick@openroad.org.uk](mailto:Caroline.warwick@openroad.org.uk)

Applications should arrive by Friday 10<sup>th</sup> September 2010

*Open Road values and respects the diversity and individual differences of our service users, staff, including contracted consultants who work for us, and our volunteers*

**[www.openroad.org.uk](http://www.openroad.org.uk)**

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INVESTOR IN PEOPLE