Bendigo Community Health Services

PO Box 1121,
Bendigo Central
Victoria 3552

Reg. No. A0024004N
ACN: 136 467 715
ABN: 76 026 154 968

headspace Bendigo

Administration Officer

76 hours per fortnight (1.0 FTE)
Fixed Term- 12 months

Join a team making a real difference in the lives of young people.

headspace Bendigo is seeking a friendly, professional and highly organised Administration Officer to be the welcoming face of our service. This is an exciting opportunity to contribute to a supportive and youth-focused environment that promotes the health, wellbeing and resilience of young people in our community.

About headspace Bendigo

headspace Bendigo supports the health and wellbeing of young people through direct therapeutic care, coordinated support, and referrals to a range of internal and external services. We work closely with young people, their families, carers and the broader community to improve awareness, understanding and outcomes for youth mental health and wellbeing.

About the Role

As an Administration Officer, you will play a vital role in the day-to-day operation of headspace Bendigo. As the first point of contact for young people, families, visitors and community members, you will create a welcoming, inclusive and youth-friendly experience while providing high-quality administrative and reception support.

Working within a small and collaborative administration team, you will support the smooth functioning of the service and provide administrative assistance to the Senior Leader, headspace Bendigo.

About Bendigo Community Health Services

Bendigo Community Health Services has cared for the health and wellbeing of the Bendigo community for 50 years. We employ more than 280 people across a broad range of services.

The success of BCHS starts with our staff, who have a high level of professionalism and dedication, allowing us to deliver quality services for the community, with a particular focus on vulnerable people.

Added benefits of working with BCHS include:

- Salary packaging
- Purchasing leave
- Study assistance
- Training programs
- Novated leasing
- Fitness Passport

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To successfully apply for this position you will need to address the following:

KEY SELECTION CRITERIA

Essential

1. Experience in frontline reception services, preferably in a medical reception or other health organisation environment.
2. Ability to provide high level administrative support including attention to detail and time management in a high-profile organisation.
3. Excellent verbal and written communication skills.
4. Demonstrated ability to interact with a diverse range of consumers in a private, confidential and youth-friendly manner.
5. Proven ability to show initiative and exercise sound judgement.
6. Demonstrated ability to work as a member of a multidisciplinary team as well as the ability to work independently when required.
7. Excellent time management skills.
8. Ability to accurately record and document information and to collect and collate data within given timeframes and in keeping with legal, ethical and professional standards.
9. Knowledge and a willingness to comply with headspace privacy and confidentiality procedures, and commitment to work within the headspace and BCHS Code of Conduct framework.
10. Broad experience in using a range of software packages including client appointments, billing systems, large information databases and desktop software.
11. Intermediate to high level skills in Microsoft Office programs.
12. Current Employee Working with Children Check and Driver's License.
13. The successful applicant will also be required to undertake and complete a Satisfactory National Police Check.

Desirable

1. Show evidence of knowledge and understanding of headspace philosophy, purpose and program delivery model.
2. An understanding of community health, primary health or similar not for profit services.
3. Experience in the youth and/or mental health sector.
4. Show evidence of knowledge and understanding of headspace philosophy, purpose and program delivery model.

For further information about the position contact Lindsay Rose on 5406 1400

To view the position description please go to https://www.bchs.com.au/careers/current-jobs

Applications addressing the **Key Selection Criteria** should be emailed to recruitment@bchs.com.au

Bendigo Community Health Services encourages applications from individuals of all backgrounds and abilities.

Applications will be acknowledged upon receipt. Applicants are requested to contact Human Resources on telephone 5406 1555 if an automatic acknowledgement has not been received.