

OUR TEAM IS GROWING



An opportunity has now opened for 2 positions in CHAC's Health Centre

- PART TIME Health Centre Administrator
- FULL TIME Health Centre Coordinator

ABOUT US

The Circular Head Aboriginal Corporation's Mission statement is to Embrace our Culture to inspire and empower Aboriginal people. We acknowledge and respect the voices of our past and enable Aboriginal people to live fulfilling lives, through identity and the delivery of creative, innovative programs and services that inspire self-determination and confidence. CHAC holds 5 core values of Culture, Care, Community, Capacity and Capability and will always deliver these with absolute respect, care, and integrity.

ABOUT THE ROLES

The part time Health Administrator role will work alongside the Health Centre Coordinator and other Administrators to coordinate appointments, referrals and waitlists for our visiting specialists. This role is customer facing, with a high level of customer service and confidentiality is required.

The full time Health Centre Coordinator will manage the day to day activity of CHAC's Health Centre. In addition to the Administration duties required from the Administrator position, the Health Centre Coordinator will be responsible for liaising with Service Providers and their staff to ensure appointments are managed successfully and work with CHAC's Primary Health team to assist with reporting needs, as required. The Health Centre Coordinator is responsible for promotion and advertising for the Health Centre and CHAC Health initiatives.

PERKS

- ✓ Work for a dynamic, family friendly, Not for Profit Organisation.
- ✓ AccessPay salary packaging benefits
- ✓ Training and education opportunities
- ✓ Grow your career in the ever expanding Community sector

YOUR SKILLS AND EXPERIENCE

Understanding of Aboriginal society and culture and issues affecting Aboriginal people
Excellent teamwork and communication skills
Excellent time management skills and initiative
Customer service and Administration qualification or experience **desirable**

TO APPLY

If this sounds like the right fit for you, please provide the following by 5pm **Sunday 10th March** to employment@chac.com.au:

- A cover letter detailing why you would be great in this role
- A resume outlining your education and employment background

**successful candidates will be required to complete pre-employment medical, Working with Vulnerable People and National Police checks prior to commencing.*

Applications are strongly encouraged from Aboriginal and Torres Strait Islander people