

Business Service Administrator, AOD Services

Yaandina is seeking a Business Services Administrator who is wanting to work for **an organisation that makes a real difference to the community and people's lives.**

About the Role

The Business Services Administrator, AOD, is responsible for coordinating and providing business services and administrative support for all activities within the AOD Service facilities in Roebourne and Turner River. The Business Services Administrator will provide high level business support and assistance to the AOD management team, including Manager AOD Services, Clinical Lead Turner River Therapeutic Community and Team Leader Community AOD Services. As well as providing high quality administrative support to each of the AOD Business Units.

- Ensure client data is communicated and reported to relevant parties as required in accordance with Yaandina's Data Privacy Policy.
- Foster relationships with potential clients, referring agencies, other organisations and individuals who can influence and support their clients, associates or family members to participate in Yaandina's AOD Services.
- Ensure the intake and assessment process is responsive to the needs of clients.
- Coordinate all procurement activities for the facility and residents using the asset maintenance system.
- Establish and maintain strong professional relationships with external stakeholders and other professional bodies to ensure a broad knowledge of Yaandina AOD Services, its operations and outcomes.
- Participate and contribute to effective teamwork through open, transparent and regular communication, organisation of activities and sharing duties.
- Input and maintain staff rosters in partnership with the relevant Clinical/Team Leader/Manager.
- Manage Centrelink Business Online Portal
- Setup, manager and review client payments in partnership with Clinical/Team leader and Corporate Services.

About You

You will have considerable experience working in a similar role and knowledge of process and activities relating to finance, Procurement and AOD Services functions. Sound knowledge of the workings of the health care sector, including AOD Services and Therapeutic Community. Knowledge of Aboriginal culture and beliefs, as well as, experience working with Aboriginal & Torres Strait Islander people and communities.

Having worked as an Administrator, you are ready to apply your experience to make a difference in our organisation. You will thrive in a busy, fast-paced environment, where you work collaboratively across all levels of our organisation.

About Yaandina

Yaandina Community Services has been providing quality care and support services across the Pilbara for over 40 years. We are committed to providing health and support services to vulnerable communities within the Pilbara and seeks to improve the quality of life of our consumers through care, support and education. While working at Yaandina you will be provided with range of benefits including:

- Competitive Salary
- A range of Salary Packaging options
- Ongoing training and opportunities for development and career growth
- Employee discounts from a number of trusted businesses

If you are passionate about Administration and helping people, give us a chance to meet you. Please submit a copy of your current resume and cover letter that clearly demonstrates your capability to undertake all aspects of this role to recruitment@yaandina.org or contact 91821172 option 1 for more information.