

## Intake & Administration Officer

Yaandina is seeking an Intake & Administration Officer who is wanting to work for an organisation that makes a real difference to the community and people's lives.

### About the Role

The Intake and Administration officer, facilitates and provides high quality administrative support to each AOD Business Unit and is responsible for planning and delivering administrative projects. Administrative support includes but is not limited to overseeing the operational level financial, procurement and maintenance activities related to the SUS/Detox and Mingga Community Connectors Program, Pilbara Integrated Drug and Alcohol Services, Turner River Rehabilitation Service and THASP. The Intake and Administration officer for AOD Services acts as a point of contact by linking employees, internal departments and clients and will maintain collaboration and regular communication with the AOD Services Management Team.

- 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](mailto:recruitment@yaandina.org) or contact 91821172 option 1 for more information.