

Administration Officer - Mental and Addiction Health

Alfred Health • Middle Park VIC 3206

 Base pay
\$0 - \$0

 Work type
Full Time

 Contract type
Permanent

Perks

SALARY PACKAGING

TRAINING

Skills

CLERICAL

CLINICAL SUPPORT

OFFICE MANAGER

Full job description

Alfred Health

Alfred Health is a leader in health care delivery, improvement, research and education. We are the main provider of health services to people living in the inner southeast suburbs of Melbourne, from ambulatory, to inpatient and home and community based services.

- **Administration Officer - St Kilda Road Clinic and Southcity Clinic**
- **x2 Full-Time positions, 80 hours per fortnight, including an ADO.**
- **Ongoing**
- **Classification code – YC88**
- **Staff benefits**

DEPARTMENT

Alfred Mental and Addiction Health (AMAH) is responsible for the operation of services which focus on people with a severe mental illness residing in the Inner South-eastern area of Melbourne. Services are provided by several teams located at the Alfred Hospital (Commercial Road, Prahran) and at St.

Job details

 Date posted
17 Jun 2021

 Expired On
29 Jun 2021

 Category
Admin & Office Support

 Occupation
Administration Assistants

 Base pay
\$0 - \$0

 Contract type
Permanent

 Work type
Full Time

 Job mode
Standard/Business hours

 Work Authorisation
AUSTRALIAN CITIZEN / PERMANENT RESIDENT

Kilda Road Clinic, Alma Road ARCC in St. Kilda, the Child & Adolescent Service located in Moorabbin and Aged Psychiatry services located at Caulfield hospital. AMAH also works in partnership with relevant local nongovernment and social support agencies.

St Kilda Road Clinic: St Kilda Road Clinic (SKRC) is the (Adult) Community Mental Health Service delivery site for Alfred Mental and Addiction Health, servicing the Port Phillip, Stonnington and Glen Eira Local Government areas, as well as the Southbank part of the City of Melbourne.

Southcity Clinic: Southcity Clinic is a specialist addiction service funded by the Victorian Government to provide assessment and treatment for complex clients.

POSITION:

We are seeking 2 skilled and highly motivated people to join our St Kilda Road Clinic and our Southcity Clinic.

St Kilda Road Clinic is part of Alfred Mental and Addiction Health and provides community mental health services to people experiencing mental illness.

Southcity Clinic is a specialist alcohol and drug treatment team located at SKRC.

Administration staff work together to provide integral non-clinical support to clinicians in the delivery of clinical services by ensuring the systems and processes, which underpin clinical care are maintained at a high standard.

The SKRC Administration Officer will undertake a full range of administration duties including reception duties, clerical duties, application-based data management and entry, customer service and health information services.

The Southcity clinic administration officer will have additional responsibilities to support the alcohol and drug service.

While these positions are based at the St Kilda Road Clinic, the incumbents may be required to work from other AMAH sites.

QUALIFICATIONS/EXPERIENCE REQUIRED

- Year 12 and / or relevant work experience
- Prior experience of working in mental health, substance use or other health-care setting would be an advantage.
- Prior experience in a customer service or medical record type role would be an advantage.
- All training would be provided along with ongoing support.

BENEFITS:

- Salary packaging
- Novated leasing
- Easy public transport access

Enquiries: Fiona Carden, Office Manager On 03) 9076 9888

To submit your application please provide a supporting Cover Letter highlighting your experience and which position you would like to apply for with your supporting CV.

To apply: Please click on the APPLY FOR THIS JOB button

Alfred Health is an equal opportunity employer and is committed to attracting and retaining a diverse workforce that reflects the community we serve.

Applications from Aboriginal and Torres Strait Islanders are encouraged.

Website: www.alfredhealth.org.au