

We Help Ourselves (WHOS)

Administrative Assistant (6 month contract, potential to renew contract)

We Help Ourselves (WHOS) operates programs for people with alcohol and substance use problems and is based on the Therapeutic Community model of treatment. WHOS Rozelle is looking for an enthusiastic and motivated person to provide administration support to the manager, staff and residents in a full time capacity for a 6 month parental leave contract (with the potential to renew).

The primary purpose of this position is to facilitate the processing of all client monies in our residential care. This is a challenging but highly rewarding position.

Duties include: Maintaining client accounts, liaising with Centrelink, database management, petty cash, banking and providing administration support for the manager.

Essential Selection Criteria: Admin and banking practices, competent computer skills especially with database software as well as MS Word and intermediate Excel, an understanding of privacy principles when dealing with sensitive client information and a current drivers licence is required.

Desirable Selection Criteria: As this position provides the link between our clients and Centrelink strong interpersonal skills would be a distinct advantage, being equally comfortable with our client group and dealing with government agencies.

If you are a good communicator, who listens, with organisational skills in maintaining records, time management and in handling cash, invoicing and receipting then this is the opportunity for you to join our small, happy team.

Remuneration is according to the SCHADS Award. Successful applicants will need to provide a Police Record Check.

Please forward a covering letter addressing the Essential Selection Criteria and your CV to Sarah Simmonds, WHOS on email: bhclo3@whos.com.au using the subject line: **Centrelink Liaison Officer and Admin Assistant application**

Application closes: 11th of December