



Assistant Manager – Fulltime Lower Hunter Valley

We Help Ourselves Hunter Valley operates a residential Therapeutic Community for men and women within the Cessnock area.

An exciting opportunity exists to lead a small, dynamic team within a larger organisation. We are looking for an experienced, enthusiastic and motivated person to provide service coordination under the direction of the manager.

The role requires effective communication and team work skills to work collaboratively within a team environment and experience in case management, training and supervision of staff. Further requirements include overseeing the therapeutic program and experience in working with substance abuse/mental health clients in particular clients with complex needs.

Additional experience required in information management systems, strong administration skills, written communication skills to write reports and oversight maintenance of client records.

Selection criteria

Ideal qualities:

- AOD or related qualifications
- 2 yrs experience working in AOD, mental health or related field
- Experience coordinating a team
- Good time management
- Demonstrated written and verbal communication skills
- Excellent computer literacy
- 1st Aid Certificate
- NSW driver's licence and satisfactory driver declaration

Desirable:

- Experience working within a therapeutic community

Remuneration: Negotiated based on qualifications and experience equivalent to SCHADS Award. Salary packaging applies.

To apply for this position you must have the right to work in Australia and be willing to provide a current National Police Clearance Check.

Please forward a covering letter addressing the selection criteria, your CV and referees to Jamie Young, Manager, Cessnock WHOS on email: hnrsw8@whos.com.au using the subject line: Assistant Manager position. For initial enquiries contact Jamie on: (02) 49917000

Applications close: 8 February 2018.

Aboriginal and Torres Strait Islander people are encouraged to apply