



Data and Compliance Coordinator Parental Leave Position, 1-year contract.

WHOS (We Help Ourselves) operates a residential program for people with alcohol and substance use problems and utilises the Therapeutic Community model of care.

We are seeking a self-initiating, motivated and experienced applicant to fill a Parental Leave Cover position (with a possibility of extension) which will be based at our Head Office at Lilyfield (former Rozelle Hospital).

Reporting to the Executive Director the successful applicant will be responsible for managing internal database systems that the organisation runs, ensure funding compliance and assist with various admin tasks.

We are looking for a professional who has experience in information systems and data collection methods. Exceptional excel skills are essential and experience in collecting and analysing data sets are also advantageous.

Essential:

- Good communication and interpersonal skills
- Analytical skills/ good attention to detail
- Computer literacy, including advanced word/ excel skills
- Experience in project management
- Experience in managing information systems/data management
- Experience working with committees and managing stakeholder relationships
- Current NSW drivers licence

Desirable

- Diploma or higher, or relevant qualification that supports data, Compliance and/or Project Management.
- Minimum 2 years experience working in a similar position
- Experience in the community services/not for profit sector
- Experience/knowledge of the National and State minimum data sets

Remuneration: Negotiated dependant on qualifications and experience equivalent to SCHC&D Award. Criminal record checks apply.

An application package can be obtained by email request to olga.shafalyuk@whos.com.au

Applications closes 21/02/2019