

Administrative Assistant

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Company: North Metropolitan Health Service

Location: Western Australia

Category: other-general

This is for a Permanent Full Time appointment. Do you want to be a part of a team that promotes and improves the health of its people and community? Are you looking for an organisation that listens to what you have to say, supports flexible working arrangements, health and wellbeing and is focused on engagement and culture? Then look no further. North Metropolitan Health Service (NMHS) fosters an environment of equity and inclusion and strives to ensure everyone experiences a sense of belonging. We celebrate the rich diversity of our community and are committed to recruiting a team that is reflective of those we care for. We encourage anyone who aligns with our values of Respect, Integrity, Teamwork, Innovation and Care to apply for this role. NMHS is committed to growing the Aboriginal workforce as a part of our Aboriginal Health and Wellbeing Strategy. As a measure to achieve equality, Section 51 of the Equal Opportunity Act 1984 applies to this position. NMHS upholds the social model of disability. If you have any access needs or require adjustments to participate in the recruitment process, please contact Mathews Sebastian on 0417 610 303. About this role Youth Community Assessment and Treatment Team (YCATT) provides an intensive support and treatment for young people aged 16-24 years. The service delivers triage, assessment, and intensive multidisciplinary case management for up to 12 weeks for young people in the North Metropolitan Health Service Mental Health (NMHS MH) catchment area. This position provides clerical and administrative support to YCATT. This position provides a crucial role in supporting the Team Leader and YCATT clinical staff in delivering operational, clinical, and administrative services. This vacancy is subject to a Western Australian Working With Children (WWC)

Check. For further information please refer to the WWC website

at: <https://workingwithchildren.wa.gov.au> The role reports to the Team Leader. What we are looking for A highly capable and values-driven individual to join YCATT team. You will be a driven and innovative individual whose actions, interactions and partnerships achieve high quality patient care. You will have the opportunity to embody the NMHS Values and make a real difference by providing safe quality care through expertise and teamwork. While your qualifications and experience tell us part of your story, your values and attitude speak louder still. At NMHS, we aim to ensure our behaviours reflect our core values: Care, Respect, Innovation, Teamwork and Integrity. During the selection process you will be assessed on your ability to fulfil the responsibilities of this position while upholding our values. Area Profile NMHS provides timely access to high quality health care, embracing acknowledged best practice to deliver improved clinical outcomes in the face of rising challenges for all healthcare providers. The NMHS comprises a mix of tertiary, specialist and generalist hospitals. Our north metropolitan catchment area covers almost 1000 square kilometres. Our population represents about 28 per cent of Western Australia's total, and is projected to grow to more than 0.9 million by 2031. For further information about NMHS visit: <http://www.nmahs.health.wa.gov.au/> NMHS contains Western Australia's largest Mental Health Service caring for youths, adults and older adults. Services are delivered through inpatient units, community mental health clinics and day therapy and outreach programs to a catchment area of almost 1 million people. State-wide and Tertiary Mental Health Services include research, forensics, neurosciences, art therapy, eating disorders and other specialised services. What we offer In addition to the great salary our employees enjoy an amazing range of benefits: 11% employer contributed superannuation into a fund of your choice. For further information click here. Generous salary packaging Diverse and inclusive culture Discounted public transport A smoke free environment Flexible leave arrangements Professional development opportunities Paid study leave Flexible working arrangements Continuous learning Professional and location-based allowances NMHS supports flexible working practices and consideration will be given to flexible work options, where operationally appropriate. Want to know more about this role? We encourage you to contact Mathews Sebastian on 0417 610 303. We think you'll like it here Our employees like working here, and we think you will too. Watch this video to find out what they have to say. Ready to join our team? Applicants are required to apply online so allow enough time to complete the online application process and attach your

documentation. If you experience difficulties, please contact Employee Services on 13 44 77 for immediate assistance during business hours. Your application should include: A statement addressing the selection criteria in no more than 3 pages (as outlined in the attached JDF). A comprehensive CV that clearly shows your experience relevant to this role. The names and contact details of two (2) professional referees. It is preferable for one of your referees to be your current supervisor or manager. Eligibility to Apply: Australian citizenship or permanent residency is an essential requirement for applicants to be considered for permanent positions in the public sector. Whilst this selection process will initially be used to fill the above vacancy, it may also be used to fill other similar vacancies throughout the health service. In addition to this, should the successful applicant decline or vacate the advertised vacancy, then the next most suitable applicant may also be selected from this process. Both of these options remain valid for a period of twelve (12) months from when the authorised delegate endorses the recruitment decision. Lodgement is system generated. Any submissions after or on, 4:00pm on the closing date will not be accepted. We look forward to receiving your application.

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