



HEALTH SERVICE RECEPTIONIST – HEADSPACE CRAIGIEBURN

- NFP Salary Packaging options available
- Opportunity for personal growth and development
- Leading organisation in youth mental health

Are you passionate about youth mental health? Do you thrive working in a team? Are you familiar with the inner-workings of a health service provider? headspace Craigieburn is the place for you.

About the role

We are currently seeking applications for a full-time Health Service Receptionist. This position is fixed term and available until 30 June 2021 with the possibility of renewal dependent on funding.

We believe that all young people deserve to grow into adulthood with optimal mental health. Everything we do is focused on that outcome, pioneering new, positive approaches to the prevention and treatment of mental disorders.

As the Health Service Receptionist, you will provide operational support to the Practice Manager of headspace Craigieburn to ensure the effective delivery of all administrative functions. Functions include reception, maintaining appointment systems, billing and medical records, other database management and application of Microsoft Office tools. Your contribution as a Health Service Receptionist will be integral to the overall functioning and delivery of mental health and wellbeing services to young people and their families and carers.

Please refer to the Position Description for other duties, skills and experience required for this position.

About you

Skills & Experience

Demonstrated ability to communicate warmly and effectively with young people, their families and a diverse range of health and community service providers.

Demonstrated ability to provide a high standard of confidential reception and administrative services, including a high level of word processing skills.

Knowledge of, or the ability to learn, relevant administrative/clerical procedures, including software applications and filing systems.

Ability to operate with minimal supervision and as part of a multidisciplinary team.

Demonstrated sound problem solving skills and an ability to multitask.

Understanding of contemporary human resources practices including workplace health and safety, equal opportunity and antidiscrimination.

Ability to exercise initiative in the application of established work procedures.

About us

Orygen is the world's leading research and knowledge translation organisation focusing on mental ill-health in young people. Find out more on our [website](#).

headspace is the National Youth Mental Health Foundation providing early intervention mental health services to 12-25 year olds, along with assistance in promoting young peoples' wellbeing. This covers four core areas: mental health, physical health, work and study support and alcohol and other drug services. Find out more on the headspace [website](#).

Orygen is an equal opportunity employer. We are dedicated to attracting, developing and retaining our staff irrespective of gender identity, ethnicity, sexual orientation, disability and age. Applications are encouraged from all sectors of the community. We strongly encourage applications from the Aboriginal and Torres Strait Islander community.

Orygen is committed to providing an inclusive work environment that supports employees to achieve their career goals without compromising their life goals. With this in mind Orygen offers a range of employment benefits including generous paid leave, flexible work arrangement, access to NFP salary packaging and an employee assistance program.

How to apply for this role:

Please submit your resume, cover letter and a supporting statement addressing the key selection criteria in the below position description, to careers@orygen.org.au, using the subject line **'Health Service Receptionist – Craigieburn'** followed by your **'full name'**.

For a private and confidential discussion about the role, please contact Irene Opasinov at irene.opasinov@orygen.org.au.

Closing Date for Applications: **Thursday 23rd July 2020 11:55 PM AEST.**

Orygen reserves the right to close the advertisement before this date is reached. Therefore, it is encouraged that you submit your application as soon as possible.