



## VACANCY

### Group and Research Data Entry Officer

Do you want to work in one of Australia's leading organisations providing treatment and rehabilitation to torture and trauma survivors; that's quality focused, diverse & committed to making a difference in the lives of vulnerable people in communities?

Come & join us!

#### The Organisation

"STARTTS is a not-for-profit Affiliated Health Organisation focused on providing a broad range of services to refugees in NSW. The focus of STARTTS approach is on building capacity and empowering people and communities to take control over their own lives, using a strengths-based approach and building on individual, family, community and cultural strengths."

#### The Role

The Group and Research Data Entry Officer is responsible for the timely and accurate data entry of group data in CAREHR (STARTTS Client Information System), data entry into the Department of Social Services (DSS) DEX database, and other relevant research and clinical data into corresponding databases. This position will report to the Health Information Services Manager and will work closely with the other members of the Health Information Services team. This position will also need to liaise with other staff running groups, and the Clinical Services and Research Coordinator.

**Position No:** 1089-1

**Closing date:** Friday 25 November 2022

**Enquiries:** Carlena Tu; Health Information Services Manager on 02 9646 6700

**Work Type:** Full-time; 38 hours per week. Contract up to 30 June 2023. (Continuation subject to ongoing funding)

**Location:** Carramar NSW

**Salary:** Administrative Officer Level 3. A generous salary packaging scheme is also offered to reduce the taxable income and increase the take home pay.

#### Skills and Qualifications Required

##### **Essential:**

1. Well-developed and demonstrated skills in quality data entry.
2. Experience in using computerised record information systems and Microsoft Office programs.
3. Demonstrated attention to detail.
4. Proven organisational skills and the ability to meet deadlines, with limited supervision.
5. Proven understanding of confidentiality and information privacy.
6. Excellent oral, written and interpersonal communication skills and proficiency in the use of Microsoft Office and customer service skills.
7. Ability to work independently and as part of a multidisciplinary team within a multicultural environment.
8. Knowledge of WHS principles.

##### **Desirable:**

1. Current NSW Driver's Licence and ability to undertake reasonable travel to complete duties of the role.



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\*This position is not considered child-related employment and will require a National Police Check.

### COVID -19 REQUIREMENTS

\*In line with the Public Health Order, all STARTTS workers are considered Health Workers and are required to be vaccinated against COVID-19. In order to be eligible for consideration for employment with STARTTS, all recruits must provide evidence of vaccination against COVID-19, or alternatively provide a Medical Contraindication in the approved form which complies with the requirements of the Public Health Order, prior to appointment. Should you not be able to comply before your commencement date, the offer of employment may be withdrawn.

### HOW TO APPLY

To be considered for this position, please ensure you address the selection criteria as thoroughly as possible.

1. Complete a [STARTTS Application for Employment Form](#)
2. Write a **Statement Against the Selection Criteria** outlining how you meet the selection criteria (see the guide "[How to apply for a job at STARTTS](#)")
3. Submit an up-to-date **Curriculum Vitae (CV)**
4. Provide copies of relevant Qualifications if applicable (overseas qualification must be assessed by an appropriate Australian body to be considered)
5. Statements of Service from previous relevant roles (if applicable, please ask us for a sample)
6. A cover letter is optional.
7. Email your application and supporting documents to: [STTS-Jobs@health.nsw.gov.au](mailto:STTS-Jobs@health.nsw.gov.au)

**NB:** Depending on the role, if appointed, you may need a current 'NSW Working With Children Check' clearance, follow this link for information on how to apply of your check: <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check/paid-workers>