



NSW Service for the Treatment
and Rehabilitation of Torture
and Trauma Survivors

STARTTS VACANCY

Health Information Compliance Officer #1089-2

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

This role is responsible for providing essential support to ensure that the documentation of health information at STARTTS meets the relevant Commonwealth and State legislative requirements, NSW Health Policies, FASSTT data requirements, and local STARTTS policies and procedures.

Position No: 1089-2

Closing date: Monday 12 February 2024

Enquiries: Carlena Tu on 02 9646 6700

Work Type: Full-time; 38 hours per week. Contract up to 30 June 2025. (Continuation subject to ongoing funding)

Location: Carramar NSW

Vaccination Requirement: Category B

Salary: Health Services Manager – Level 1. 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. Tertiary qualifications in Health Information Management or other health-related disciplines or extensive experience working within a health service environment.
2. Previous extensive experience using client information systems, preferably PAS and EMR system.
3. Demonstrated experience with handling health information and maintaining client confidentiality.
4. Proven ability to ensure compliance by reviewing literature, legislation, policies and procedures.
5. Demonstrated experience utilising advanced Excel formulas and pivot tables for data reporting.
6. Ability to meet high stakeholder expectations and adhere to tight deadlines.
7. Effective oral, written & interpersonal communication skills and proficiency in the use of Microsoft Office.
8. Ability to work independently and as part of a multidisciplinary team within a multicultural environment.

Desirable:

1. Experience with using dashboard-style reporting software, such as Power BI.
2. Current unrestricted NSW Class C driver's licence and be able to travel as required to fulfil the role's responsibilities.



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

VACCINATION REQUIREMENTS

***This role is a Category B role.** Category B workers must have two doses of an approved COVID-19 vaccine.

If successful you must provide evidence of vaccination. (The annual Influenza vaccination as well as vaccination for other transmissible diseases are strongly encouraged but not mandatory).

Should you not be able to comply with vaccination requirements before your commencement date, the offer of employment may be withdrawn.

If you have a medical reason for why you cannot be vaccinated, a medical contraindication evidence will be required.

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