



VACANCY

Health Information Release and Support 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 Health Information Release and Support Officer is responsible for providing administrative support regarding client information management related matters. This position will report to the Health Information Services Manager and will work closely with the other members of the Health Information Services team.

Position No: 1110

Closing date: Friday 2nd June 2023

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

Work Type: Part-time; 32 hours per week. Contract up to 1 Year.

Location: Carramar NSW

Salary: Administration Officer Level 4. 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. Previous experience either working within a Medical Records Department or with related record keeping systems.
2. Excellent oral, written and interpersonal communications skills and customer service skills.
3. Demonstrated ability to organise, prioritise and complete tasks within deadlines.
4. Demonstrated attention to detail.
5. Proven understanding of confidentiality and information privacy.
6. Experience in using computerised record information systems and Microsoft Office programs.
7. Ability to work independently and as part of a multidisciplinary team within a multicultural environment.
8. Knowledge of Work Health and Safety (WHS) principles.

Desirable:

1. Current unrestricted NSW Class C 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 NSW Health & STARTTS Policies, 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 two vaccinations against COVID-19, or alternatively provide a Medical Contraindication in the approved form which complies with the requirements of NSW Health & STARTTS Policies, 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

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://ocg.nsw.gov.au/working-children-check/applicant>