



POSITION VACANCY ADVERTISEMENT

headspace
Client Services Worker
76.0 hours per fortnight
Fixed term to 28 June 2019

The Position

headspace Bendigo are seeking a Client Services Worker (Front of House/Reception) to help make a difference as part of our innovative service for young people.

headspace provides early intervention mental health services to young people aged 12 to 25 years. Young people can come to discuss a range of topics including general and mental health, alcohol and other drugs, relationships, accommodation, education and training, social activities and sexual health.

The successful applicant will have:-

- Experience in frontline reception services.
- Demonstrated ability to interact with staff and clients/patients that supports headspace and the lead agency (BCHS) values and aligns with the requirements of the Code of Conduct.
- Experience in using a range of software packages.
- Highly developed organisational skills with the capacity to troubleshoot, prioritise competing demands and ensure front of house runs effectively and efficiently.
- A personal commitment to promoting equality, diversity and human rights in all aspects of service delivery.
- The ability to work as a member of a multidisciplinary team.

Salary and conditions of employment are in accordance with the Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2011 - 2015.

For further information about the position call Jenny Singe, Director - headspace Operations and Services on 03 5434 5345.

Bendigo Community Health Services encourages applications from individuals of all backgrounds and abilities.

Applications addressing the 'Key Selection Criteria' should be marked 'Private and Confidential' and sent to Human Resources by **4.00pm** on **Wednesday 23 May 2018** by one of the following means:

By Email: recruitment@bchs.com.au
By Mail: Post Office Box 1121 Bendigo Central Vic 3552
By Hand: 171 Hargreaves Street Bendigo
By Fax: (03) 5441 4200

Applications will be acknowledged upon receipt. Applicants are requested to contact Human Resources on telephone 5448 1600 if an acknowledgement has not been received within two working days.