



POSITION DESCRIPTION

THERAPY SERVICES ADMINISTRATION OFFICER

Level & Salary Range	\$56,261-\$62,773 (dependent upon on experience)
Employment Type	Full Time
Reports to	Allied Health Manager
Purpose of the Position Provide essential administration support to ensure the efficient and effective operation of the Allied Health Team, by working with Allied Health Professionals (AHPs) to coordinate the onboarding, scheduling, and delivery of Carpentaria's allied health therapy services.	
Tasks and Responsibilities <ul style="list-style-type: none"> • Provision of reception services, data entry and data collection, and analysis tasks to contribute to operations of Carpentaria Therapy Services • Provide logistical support to AHPs in the delivery of allied health therapy services: including scheduling of appointments and preparing and arranging resources • Scheduling and booking of all remote travel for members of Carpentaria's remote team • Assist with ordering, stock control, and records and file management • Provide reception services – including receiving telephone calls, participants and their families attending allied health sessions. • Sort, distribute and track correspondence and provide follow up service where necessary • Operate and maintain a range of office equipment in the therapy service reception area and therapy rooms • Provide strong customer relationships to clients and families accessing Carpentaria allied health services. • Undertake work activities in a cooperative and supportive manner as an active member of a diverse work team 	
Essential Criteria <ul style="list-style-type: none"> • High level of office management skills to coordinate and prioritise multiple demands • Excellent interpersonal and customer relations skills • High level of written and verbal communication skills • Ability to work in a team setting and independently • Experience with Word, Excel, and Outlook or similar and client database management • Commitment to working with and supporting people with a disability • Current Ochre Card, Criminal History Check, NDIS Worker Screening Clearance, First Aid & CPR Certificate, COVID-19 Vaccination requirements (as per the CHO directions) and NT Drivers Licence 	
Preferred Criteria <ul style="list-style-type: none"> • Experience working within disability service provider • Knowledge of working with allied health or medical services • Proficient implementation of fee for service processes 	
Values and Behaviours Required Embody Carpentaria's Values and Principles of Good Practice through a human rights-based approach. Self-direction	

Authorised by the CEO: _____

Date: _____

9/6/22