Centre Administrator - Therapy and Clinical Services

Early Intervention and School Age

Reporting to: Operations Coordinator
Location: East Fremantle
Start Date: ASAP
Position Type: Permanent Full Time

About the Autism Association of WA

We believe in a world where there is equal opportunity and community participation for people with Autism. The Autism Association of Western Australia is a large, dynamic organisation and a leader in the provision of a range of specialist services to children and adults with Autism. For more information visit our website: www.autism.org.au

About the Role

We are seeking a motivated and passionate Centre Administrator to be part of our Therapy and Clinical Services Operations team at the Early Intervention Therapy Centre in East Fremantle.

The Centre Administrator is a key role within Early Intervention and School Aged Services, being one of the first contacts for Early Intervention families and in a position to support families by linking them into the services we offer at the Autism Association.

You will:

- Play a key role in the dissemination of information to families, and the delivery and recording of qualitative service evaluations
- Assist with state and federal funding administration for each individual family accessing early intervention services
- Support Key Therapists with rostering and administrative support
- Provide assistance with contract management and other administrative tasks

This position requires an eye for detail, excellent customer service and rapport and a strong positive attitude in supporting the daily operations of the Centre.

Key requirements

- Previous administration experience with competency in Word and Excel and knowledge of databases
- Passion for supporting children with Autism and their families
- Excellent communication skills, both written and verbal
- Bundles of enthusiasm, energy and confidence to adapt and be flexible
- Courage to think outside the box and be solution focussed.

Benefits

- Ongoing professional training and development
- An opportunity to work in a passionate, supportive team
- Access to salary packaging, novated leasing and other employee benefits
- A range of rosters and hours to maintain a great work life balance

How to apply

If you want to work in a caring, dedicated organisation committed to making a difference for people with Autism and their families, apply today **attaching your CV and Cover Letter which includes your suitability to the role.**

All applications are to be sent to recruitment@autism.org.au by Friday 12 April 2019.