

Royal Far West
POSITION VACANT
INTAKE MANAGER
FULL TIME

Royal Far West is a charitable organisation that provides multi-disciplinary specialist health services to NSW country children with non-acute developmental and mental health difficulties. Royal Far West is seeking an experienced clinician to manage the intake process and enhance access to our service. This position would suit someone with a previous role within community health.

Essential:

- Relevant nursing or allied health qualification;
- Significant relevant experience including working within a community health setting providing developmental or mental health services;
- An effective clinical understanding of developmental and mental health disorders;
- Highly developed verbal, written and interpersonal communication skills with both professionals and parents;
- Ability to problem solve;
- Ability to respectfully and strategically build working partnerships with referring professionals, particularly those who will continue to work with the child and family following the Royal Far West assessments and services;
- Computer literacy including potential management of an on-line information system;
- Organisational and project management skills;
- Ability to work collaboratively with the Royal Far West clinical teams.

Desirable:

- Previous experience in the delivery of intake services.

Remuneration based on qualifications and experience. Royal Far West offers employees the ability to salary package over \$30,000pa!

The successful applicant will be required to undergo a working with children check.

For enquiries please contact Dr Jane Lesslie, Tel 8966 8552

Applications to the Human Resources Manager, recruitment@royalfarwest.org.au or PO Box 52, Manly NSW 1655.

Closing Date: Wednesday 27 January 2010.