

POSITION DESCRIPTION

PRINCIPAL PURPOSE OF CRN

The principal purpose of CRN is to work with organisations that work in the Western Sydney area to directly alleviate poverty and distress suffered by economically and socially disadvantaged communities. CRN aims to achieve this purpose by:

- Building the capacity of service providers to work together on issues affecting disadvantaged communities.
 - Enhancing the level of engagement of vulnerable and disadvantaged communities.
 - Strengthen the voices of disadvantaged communities by representing their views.
 - Provide information and resources on community projects, programs and networks assisting disadvantaged communities and vulnerable groups.
-

Position Details:

Title:	Data Administrator
Status:	Fixed term contract up to 30 th June 2018
Award:	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS)
Grade:	Level 3 (pay point dependent on experience)
Travel:	Reimbursement of reasonable travel
Hours:	16 hours per week (work days negotiable)
Contract Period:	3 months with possibility of extension
Office Location:	Glendenning

Organisational Relationships:

Accountable to:	Project Officer - Communications
Collaborate with:	Peers, CRN Management, local services.

Primary Purpose of the Position:

The primary purpose of the position is to populate, update and manage the MindGuide database with mental health related services from The Hills, Cumberland, Blacktown and Parramatta LGAs. The MindGuide App has been commissioned by WentWest – the Western Sydney Public Health Network – to provide guidance regarding mental health to people living or working in the Western Sydney Region.

This role will build on CRN's existing database to provide timely and accurate research, data checking and data entry into the backend system of the MindGuide App. It will require excellent customer service skills to engage with services as well as proficient technology skills and an eye for detail to ensure accuracy and attention to detail is maintained throughout the project.

Position Responsibilities:

- Manage and update database of Mental Health Services across The Hills, Blacktown, Cumberland and Parramatta LGAs
- Liaison with mental health services
- Maintenance and updating of database information
- Update and enter data through the back end of the MindGuide App
- Other duties as required, including: research, updating records, customer service, and communications.

Essential Skills and Requirements:

- Experience and knowledge with databases
- Accurate data entry
- Ability to work autonomously with minimal supervision
- Effective and efficient time management
- Attention to detail
- Experience with customer service skills
- Proficiency with information technology including Microsoft Office software
- Ability to work in a small team environment

Application Process:

Expressions of Interest must include:

- Cover letter addressing how your knowledge and experience is relevant to this role.
- Current resume using file name protocol *Resume_YourName.pdf*

Please send to: manager@crn.org.au by 9am Monday 12 February 2018.