

## **Fresh Start Clinic – Pharos Data Coordinator**

### **Pharos Data Coordinator**

Join a team dedicated to helping families with addiction. We are a not-for-profit organisation operating with a Christian ethos, offering generous salary packaging in a friendly and supportive working environment.

### **About the Role**

The role is coordinating data for the National Minimum Data Set and also compiling data for the Mental Health Commission.

### **Main Duties**

- Training other staff in use of the Pharos data base
- Auditing Data
- Attending meetings as required

### **Skills and Experience**

- Understanding of data entry attention to detail
- Microsoft Excel and Access experience preferred

If you are interested in this position, please send your covering letter and resume through to Susan Van-Noort at: [susan.vannoort@freshstart.org.au](mailto:susan.vannoort@freshstart.org.au)

Only short-listed applicants will be contacted.

*Fresh Start is an equal opportunity employer. We encourage Indigenous Australians and people with lived-experience to apply for this position.*