

## Gidget Foundation Australia Clinical Practice Executive Role Description

### **FTE:**

This position is a casual position and will be for 2 days per week, based at Gidget House North Sydney.

### **Contract:**

This role will initially be contracted for a 1 year period, with the option to extend thereafter, as required and feasible. Start date is likely to be from 1<sup>st</sup> Feb 2021.

### **Remuneration:**

This is a casual role and is paid by the hour based on hours worked. The hourly rate will be \$30 per hour, exclusive of superannuation.

### **About Gidget Foundation Australia:**

Gidget Foundation Australia (GFA) is a not-for-profit organisation that exists to support the emotional wellbeing of expectant and new parents to ensure they receive timely, appropriate and specialist care. Gidget House and Start Talking are two of four clinical programs implemented by GFA.

### **About the role:**

A unique opportunity exists for an experienced Clinical Practice Executive to join our growing team. The role encompasses all functions of reception within an allied health practice setting. You will provide clinical administrative and operational support for all Gidget House and Gidget House extension (satellite) locations (i.e. clinics) of which there are currently 14, as well as GFA's telehealth psychological support program, Start Talking. You will be closely supported by the GFA Program team with the aim of ensuring that the clinics operate in an efficient and professional manner.

**Flexibility is essential** as this role will also be expected to provide reception cover at other times to accommodate periods of annual leave particularly during school holidays and uni exam periods. There will be many occasions where you will be required to pick up an extra day here and there or indeed, cover the week! The completion of ad hoc projects on other days, may also be required from time to time, dependent upon the needs of the organisation.

We are a small team and the person that we are looking for must present a warm, welcoming and calm demeanour in all situations, be extremely flexible to changing situations and requirements, and have a can-do attitude. You must be able to work independently and as part of a team.

The Foundation implements a range of programs, however, the Clinical Practice Executive role will work most closely with the following:

- Gidget House Model of Care, providing free psychological support (minimum of 10 sessions) for families experiencing emotional distress during pregnancy and early parenthood, located at North Sydney, Randwick, the Mater Hospital, North Shore Private Hospital, Merrylands, Manly, Melbourne, Queanbeyan, Wagga Wagga, Dubbo, Coffs Harbour and Taree, Shellharbour, Toowoomba (with more to come in 2021).
- *Start Talking*, providing free telehealth psychological counselling support (minimum of 10 sessions) for expectant and new parents nationwide.

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*The Gidget Foundation exists to promote the importance of emotional wellbeing among expectant and new parents, their health providers and the wider community to ensure that those in need receive timely, appropriate and supportive care.*

### Essential Criteria

- Computer literate in Microsoft Office (and/or Mac equivalent programs) and willingness and ability to learn new software, including GFA's practice management software.
- Reliability and flexibility to respond to the needs of the organisation in terms of hours and days worked, as well as tasks completed.
- Ability to work well under pressure in a busy environment; prioritise tasks and ensure that critical tasks are completed in a timely manner.
- Comfortable liaising with a range of people from diverse backgrounds, including: new parents, medical professionals and volunteers.
- Comfortable communicating effectively and courteously via phone and email.
- Ability to maintain a warm, welcoming and calm demeanour at all times.

### Desirable Criteria

- Medical practice experience would be an advantage but is not required.

### Applications

Please submit a cover letter with your resume to Peni Bailey at [vacancies@gidgetfoundation.org.au](mailto:vacancies@gidgetfoundation.org.au)  
Referees will be sought upon short list completion.

The suitable applicants will be subject to the relevant pre-employment checks for appointment to positions at Gidget Foundation Australia.