



For over 30 years, Yadu Health Aboriginal Corporation (YHAC) has provided an affordable and accessible Aboriginal Community Controlled Health service with a range of culturally safe and high-quality services. YHAC strives to improve the wellness and health of Aboriginal and Torres Strait Islander people in our communities within Ceduna and the surrounding areas. YHAC also operate a fully accredited 24-hour residential aged care facility.

## Reporting Officer

We have an exciting opportunity for a dedicated and detail-oriented **Reporting Officer** to join our team at YHAC! The successful candidate will play a crucial role in analysing health data, generating comprehensive reports, and providing insights to support our programs and initiatives.

### Working Arrangements:

- Full Time Permanent Onsite Position.
- 6-month Probationary Period.
- Business hours Monday-Friday.
- Competitive hourly rate between \$37.47 - \$39.94.

### Key Selection Criteria:

- Qualifications in Administration or Business desirable.
- Demonstrated experience in data collection, analysis, and reporting within a health or community services environment.
- Advanced computer literacy including MS Office.
- Excellent organisational and time management skills with the ability to manage competing tasks and priorities.
- Ability to work independently and as part of a team.
- High level verbal and written communication skills.
- Experience working with Aboriginal and Torres Strait Islander communities is an advantage.
- Current National Police Check, DHS WWCC, and DHS Aged Care Screening.
- Current valid Driver Licence (minimum of Class "C" or equivalent).
- **COVID-19 and Flu Vaccinations not mandatory**, but highly encouraged.

### Key Responsibilities:

- Organise, and analyse health data from various sources.
- Build capacity among staff who gather data to ensure the information is accurate and best meets the needs of funding bodies.
- Translate and explain captured data, develop reports and providing insights and analysis as to how to interpret data both to funding bodies and internal bodies.
- Develop and maintain databases to ensure accurate and up-to-date information.
- Generate regular and ad-hoc reports to support decision-making processes.

- Ensure data quality and integrity through regular audits and validation checks.
- Collaborate with other team members to identify data needs and improve data collection methods.
- Support the development and implementation of data-driven strategies to improve health outcomes.
- Maintain confidentiality and comply with ethical guidelines related to data handling and reporting.

**Benefits:**

- Competitive remuneration package under the CKAHSAC Employees Enterprise Agreement.
- NFP Status = Attractive salary sacrifice packages!
- Ongoing training provided + professional development leave (by negotiation).
- Access to an Employee Assistance Program including 24/7 counselling services, and exclusive offers which is free to all staff and their immediate family members!
- The chance to make a meaningful impact on the health of Aboriginal communities.

**SEEK Link: [Reporting Officer Job in Ceduna, Whyalla & Eyre Peninsula SA - SEEK](#)**

Applications must be submitted by **15<sup>th</sup> January 2025** and will only be accepted directly through the advertised job platform or via email – [jobs@yadu.org.au](mailto:jobs@yadu.org.au).

**Only shortlisted applicants will be contacted.**