**Position Vacant Request**

**When sending a request to Comms for a new member for your team, please include the following:**

Position Title: Mental Health Data Officer

Town where position is based: Location negotiable – within New England North West region or Darling Downs West Moreton region

Town/s and service areas: New England North West region and Darling Downs West Moreton region

Full time, part-time, casual: Part-time, 0.6

Hourly rate (We don’t include this in the ad, but seek.com won’t publish without it. It doesn’t have to be exact, just a range, e.g. $25-$30 is fine): $26:00

Closing date of advertisement: 15 October 2021

Person for applicant to contact about the position, and preferred method of contact: Lynn Hall, email lynn.hall@healthwise.org.au

Do you want the position description available on our website, or the applicant has to contact you to obtain it: available on website

Person for applicants to send applications to listed on our website: Lynn Hall

Person for all applications to be sent to via seek: not advertising on Seek at this stage

Any other special wording or instructions, otherwise we take the wording for the ad from the position description:

This job advertisement will appear on seek.com, HealthWISE social media, social media local community notice boards appropriate to the service area of the position and on the HealthWISE website. If it is an identified position we also contact the local AES office to advertise it there too. If appropriate, we will send the advertisement to the appropriate PHN/RDN or industry body for them to run in their newsletters. *We are very open to suggestions too!*

If it coincides with Wise Words and/or Medical Memo we will run the ad in them. We encourage you to share it with your team, and like and share it on social media too if possible.

**Please send this completed form along with the most recent position description to the comms team:** comms.team@healthwise.org.au

Thank you!