

We are seeking an experienced Program Officer within our Financial Hardship program to join the Cancer Council WA team and be part of our vision.

### Who we are

At Cancer Council Western Australia we believe that every day is an opportunity to create a cancer free future. We work with our community to reduce the incidence and impact of cancer, every minute, every hour, every day. We do this through advocacy, research, prevention programs, and providing people affected by cancer with support.

### Tell me more

Based in Subiaco, we are seeking a Program Officer to work in the Cancer Support Services team within the Cancer Information and Support Services Division.

Reporting to the Cancer Support Services (CSS) Manager, you will be required to perform the duties necessary to maintain Cancer Council WA's Financial hardship and Practical support program for people affected by cancer.

In addition your main responsibilities will include:

- Assessment and processing of applications submitted to the Financial Hardship Program to determine if clients may receive financial assistance to meet their needs.
- Assessment and processing of applications submitted to the Practical Support Program to determine if clients may receive practical assistance to meet their needs.
- Client management system entries with maintenance, data cleanse and monitoring of the programs and reporting on the status to the Senior Coordinator and Manager.
- Administration processes including product ordering, dispatch and invoicing.
- Provision of data entry recording of supports provided and producing of pivot tables, graphs, data analysis components for monthly reports to demonstrate productivity and case load.
- Liaison with Cancer support Coordinators for provision of vouchers.
- Review of the programs and ensure changes are made to ensure quality services are provided and maintained.
- Manage and maintain relationships with key external stakeholders
- Represent Cancer Council WA at clinical and community events as required to assist in the promotion of the program

### Who are you?

To be successful in this role you will have the following key attributes:

- Completion of a health promotion related tertiary qualification OR demonstrated experience in a similar role in community support services
- Demonstrated experience in a Program Officer role
- Demonstrated experience in budget monitoring and forecasting
- Demonstrated experience in using databases and reporting on data

- Excellent computer literacy, especially with databases, Excel and Word
- Strong verbal, interpersonal and written communication skills
- Demonstrated ability to contribute to service delivery improvement.
- Demonstrated understanding of and commitment to the values of Cancer Council WA.
- Positive approach to the workplace

Based in Subiaco, this position is part-time (2 days per week 0.4 FTE) and fixed term until September 2022.

### You will enjoy

In this role you will enjoy:

- Working amongst leaders in cancer support services
- A collaborative and supportive team culture
- Convenient location with close access to public transport
- Benefits of not-for-profit salary packaging and a meal entertainment card
- Access to flexible work arrangements

### How to apply for this role

To apply for this opportunity, please include your resume and a cover letter clearly outlining how your skills and experience match the key attributes of the role.

Applications close **5pm Friday 20 August** and should be addressed to:

#### **Cancer Support Services Manager**

Cancer Council Western Australia

Applicants are encouraged to submit their application via Seek, or by emailing [careers@cancerwa.asn.au](mailto:careers@cancerwa.asn.au) as early as possible as Cancer Council Western Australia reserves the right to reduce the application period and/or remove the job advertisement early should a suitable applicant be found.

With a Reflection RAP, and a commitment to “closing the gap” we encourage Aboriginal or Torres Strait Islander candidates to apply. Please state on your application if you identify as being Aboriginal or Torres Strait Islander.

**Please note: We do not accept applications submitted by agencies.**

*Please note: You will be required to provide proof of ability to work permanently in Australia. Working holiday visas will not be considered.*

*Cancer Council WA is a not for profit, equal opportunity employer and operates a smoke free working environment.*