Care Finder Administration Officer

An Opportunity Beckons

Are you an organised and practical person who enjoys helping people, coordinating the details and keeping services running smoothly? Are you approachable, reliable and able to balance appointments, enquiries, travel arrangements and administration in a busy community-based program? If that sounds like you, we would love to hear from you.

At Boab Health Services, our clients come from all walks of life, and so do we. We value people who bring different experiences, perspectives and strengths to our organisation. If you share our commitment to providing respectful, culturally safe and person-centred support, you may find a home at Boab Health Services.

Boab Health Services is a not-for-profit, multidisciplinary primary health care organisation delivering allied health, mental health and care coordination services throughout the Kimberley.

About the role

We are looking for a part-time Care Finder Administration Officer to provide administrative and logistical support to the Care Finder program. The position is 0.5 FTE (37.5 hours per fortnight) and may be based in Broome or Kununurra. You will receive general enquiries, coordinate appointments and calendars, prepare routine correspondence and program resources, maintain organised records, and assist with the collation of routine service activity information. The role also supports outreach travel, accommodation, vehicles, community events and information sessions. You may assist clients with appointments, documentation, information gathering and service navigation under the direction of the Care Finder Support Officer.

This is an administrative and intake support role. Client assessment, case navigation, risk identification, case documentation and client follow-up remain the responsibility of the Care Finder Support Officer.

About you

The right fit for Boab and our culture is important to us.

We are looking for someone who:

- has experience in administration, community services, health, aged care or a related field;
  is organised and able to manage competing priorities and deadlines;
- communicates professionally and respectfully with clients, families, stakeholders and service providers;
- has experience coordinating appointments, calendars, meetings, travel and other logistical arrangements;
- has sound computer skills, including Microsoft Office, databases and electronic recordkeeping systems;
- can maintain accurate records, prepare routine correspondence and help collate service activity information;
- understands privacy, confidentiality and the appropriate handling of sensitive client information; and
- can work independently within the scope of the role while seeking direction and escalating matters when required.

Experience working respectfully with Aboriginal people and communities, supporting regional or outreach services, or knowledge of Kimberley communities and service networks would be highly regarded.

Most importantly, we are looking for someone who understands that reliable administration and respectful first contact can make it easier for older people to access the support they need.

Why work with us?

Boab Health Services is a values-based registered charity committed to a supportive, collaborative and healthy workplace.

Permanent employees currently receive benefits including:

- **six weeks annual leave** (pro-rata);
- access to **remote-area salary packaging**;
- relocation assistance where applicable;
- district and utilities allowances where applicable;
- an annual airfare benefit following 12 months of service;
- professional development opportunities;
- travel allowances for applicable outreach; and
- an annual work-life balance benefit.

Our staff value the **flexibility, autonomy, trust and opportunities for growth** that come with working at Boab Health Services.

More information

For the full job description and more information about working with us, visit the Join our Team page on our website https://boabhealth.com.au/join-our-team/ or contact Kelly Mackenzie on 0498 815 575

To apply

Applicants should address each of the selection criteria (located within the job description found on our website) and include their resume along with the names of at least two referees. Email your application to people@boabhealth.com.au

Applications Close: 4 December 2026

We reserve the right to close this position before the closing date if we have a suitable applicant pool. We will provide feedback to shortlisted applicants on request.

Boab Health Services is an Equal Opportunity Employer.
We value and encourage diversity within our workforce.