



# THE BUTTERY

**ROLE TITLE: Intake Officers x 2**

**LOCATION: Binna Burra**

**About the role:** We are looking to welcome a compassionate Intake Officer to provide trauma-informed support to anyone seeking our services. Backed by a warm and friendly team headed by our clinical psychologist, your work will involve timely screening, assessment, planning and connection to our support services.

**Hours and location:**

**Alternate Weekends Intake Officer role**

This role provides suicide prevention aftercare support in addition to intake support. As you are working alternate weekends, the capacity to work autonomously with confidence is essential.

**Weekly Hours:** 23 hours per week, spread over 3 days.

**Weekend Support:** You will be rostered to work every second weekend with weekend penalties.

**Weekend Hours:** 6 hours per day, with flexible timing options (e.g., 9am to 3:30pm or 10am to 4:30pm, with a 30-minute lunch break).

Fortnightly Schedule: Week 1: Monday, Thursday, Friday. Week 2: Friday, Saturday, Sunday. Work is required on public holidays.

**Weekday Intake Officer role**

**Weekly Hours:** The hours are 32 per week over four days. The role is hybrid working onsite three days a week and the fourth day can be worked from home. Days worked are negotiable.

## About you: Selection Criteria

**Qualifications and checks**

1. Degree in Mental Health, Psychology or Social Work or relevant discipline (a diploma combined with a minimum of 3 years' experience in an intake role will be considered.)
2. Current driver's licence, a satisfactory Criminal Record Check and Working with Children Check

**Professional skills and experience**

3. An understanding of intake and assessment role requirements with demonstrated ability to engage effectively with participants in crisis and provide appropriate trauma-informed support
4. Demonstrated knowledge of mental health including suicide prevention aftercare
5. Demonstrated knowledge of AOD needs and withdrawal support
6. A high level of computer literacy in MS Office, videoconferencing and client data management programs
7. **For weekend role only:** Availability to work weekends on a fortnightly rostered basis.

## Why our staff love working with us

- **Flexible Working Solutions:** We support your work-life balance with flexible working arrangements.
- **Extra Annual Leave:** Enjoy two additional weeks of annual leave (pro rata) to spend more time on holiday.
- **Career Growth:** Explore internal opportunities to transfer and work in other programs.
- **Professional Development:** Benefit from ongoing training and development opportunities.
- **Supportive Environment:** Access to our Employee Assistance Program and to external clinical supervision for direct service staff
- **Salary Sacrifice Benefits:** Increase your take-home pay by 6-12% with ATO-approved incentives, allowing you to allocate up to \$15,899 of tax-free salary towards your mortgage, rent, loans, credit card, or school fees.
- **Meal and Accommodation Card:** Receive a \$2,650 card for meals and accommodation.
- **Convenient Packaging Options:** Package costs for a computer, phone, or novated vehicle lease.

## Find out more:

For a position description, see <https://www.buttery.org.au/employment-opportunities>  
For any other queries, please contact [recruitment@buttery.org.au](mailto:recruitment@buttery.org.au)

This role is remunerated at SCHCDS Level 4 (\$44ph) depending on qualifications and experience with access to salary packaging to potentially increase your take home pay by another 5k).

**How to apply:**

Please use each of the selection criteria above as a heading and write a brief paragraph addressing each one in your cover letter. Please email your resume and cover letter to [recruitment@buttery.org.au](mailto:recruitment@buttery.org.au)

**Unfortunately, applications that do not address the selection criteria will not be considered.**

**Closing date:** We will be processing applications every few days so we encourage you to apply at your earliest convenience so you don't miss out.