



## Junior Assistant ad

EMPLOYMENT OPPORTUNITY FOR A JUNIOR ASSISTANT

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A letter to my future Junior Assistant:

Dear you,

The time has come. I finally need your help to keep me organised. I have become so incredibly busy running my practice and building my mentoring business that I'm falling behind on my own basic administrative tasks. At last count, there were 120 emails in my inbox, not to mention all the notifications on Facebook, Instagram, LinkedIn, YouTube, (etc) that I need to respond to.

I'm passionate about the work I'm doing but am finding it increasingly challenging to find the balance without your help. I'm so excited for you to work alongside me to keep things up to date so I can focus on the new ideas I have. Because things are only going to get busier!

The trouble is my wishlist is a bit particular, so I'm really hoping you actually exist! Here's how I imagine you to be:

You are incredibly organised, motivated, and can pre-empt my needs;

You have a creative flair that sets you apart from the crowd;

You are a keen consumer and contributor to social media and can drive these platforms like a pro;

You understand marketing and the role of social media in this;

You are an administrative whizz and can handle email, electronic calendars, and Office programs in your sleep;

You have a great sense of humour but are also passionate about your work;  
You have an interest in the mental health professions;  
You are flexible with your time;  
You have a full drivers licence and your own car;  
You have impeccable references;  
You are handy with a camera;  
You're not afraid to boss me about when I need it!

It's entirely possible that you are actually Mary Poppins, now that I think about it!

I'm hoping you'll recognise yourself in this list of qualities. I know you're passionate about Tasmania and would love the opportunity to occasionally travel with me or on my behalf. I know you're curious about business, marketing, and public speaking, and you can't wait to help me expand in these areas. But you're also curious to know what the day-to-day will look like when you're working alongside me.

I'm imagining a typical day will include (but not be limited to):

- Monitoring and maintaining my social media accounts;
- Monitoring and prioritising my email inbox;
- Monitoring and organising my diary;
- Supporting my professional mentoring clients by ensuring timely responses to requests;
- Liaising with my web designer to maintain website content;
- Researching new technologies to help me broaden my reach and be more efficient;
- Working with me in my home office, or accompanying me to my practice;
- Liaising regularly with my practice team (although you won't be part of the administrative team within my practice);
- Creating social media content in both photographic and video formats;
- Helping out with personal errands;
- Helping me maintain an organised working environment;

And if you can make a mean coffee, you'll earn bonus points!

So, dear Future Junior Assistant, I'm putting my faith in you to recognise yourself in the above. If you were just hit with a powerful "THAT'S ME" reaction, apply. If you're brave enough to come with me on this journey, you could just be in for an incredible adventure. You might be a student, an artist, or a traveller. You might be bored in your current work, craving something more creative. You might be dreaming of an entrepreneurial future. You might be all of these things.

Whoever you are, wherever you're from, if you KNOW this role is yours, I can't wait to meet you!

**Best wishes**

Tess x

p.s. Some details:

To submit your application, please email me outlining (a) how you fit the above description, (b) what creative talents you can bring to this role, along with any links or examples of work that you've done that will illustrate how you can support my social media work, and (c) how you think you can make my life easier. Please also include a current CV outlining all recent work (and other) experience. Don't be afraid to send a video introduction if you know how!

[tess.crawley@tesscrawley.com.au](mailto:tess.crawley@tesscrawley.com.au)

The role will commence as a casual role while you and I figure out how much time will be needed. This is a brand new role, so you'll be helping me shape it as we go!



## PERSONAL ASSISTANT AD - LOCAL FACEBOOK GROUP

A little heads up for Albert Park locals!

I'm a psychologist, private practice director, and business coach and have opened a new consulting space for my Melbourne team and other psychologists here in Albert Park (Crawley House in Montague St). I also have a team in Tasmania.

I'm soon to be on the hunt for a junior assistant, starting in late January. The role will cover (a) Crawley House reception and (b) junior assistant duties to me directly. This is a brand new role, so the duties will take shape over time, but an estimate is below:

TITLE: Junior Assistant

Estimate of duties:

### 1. JUNIOR ASSISTANT to me:

Support with social media activities (content creation and scheduling) and other marketing activities (including email, etc)

Liaison with my business coaching clients and local businesses

Running local errands

Assistance with coordinating my diary

Assistance with coordinating working retreats, Australia-wide (Covid permitting), online business coaching / training programs, etc  
Liaison with my Business Manager (Crawley Clinic)  
Other tasks as they become identified

## 2. CRAWLEY HOUSE reception:

Basic reception at Crawley House (greet clients);  
Support psychologists with basic admin tasks (e.g., occasional photocopying - although we try to be paperless);  
Ensure smooth running at Crawley House (everything from watering our gorgeous new garden to ensuring we have enough toilet paper);  
Receive deliveries, check mail etc;  
Light tidying (including quick daily vacuum, although we do have a weekly cleaner)  
Bring in rubbish bins  
Other tasks as they become identified

I'm envisaging this role will perfectly suit a high school leaver or uni student looking for an interesting gap year role. The position is full time.

The ideal candidate will be:

Highly responsible, trustworthy, and conscientious  
Able to easily take direction but also work autonomously  
Won't need the word "confidentiality" explained to them  
Experienced in some sort of service role (cafe, baby-sitting, etc)  
Confident, but absolutely knows when to ask questions / seek help

Desirable skills:

Strong knowledge of most social media platforms  
Ability to learn programs such as Active Campaign (email), Acuity (diary bookings), Lead Pages, LearnDash, Wordpress, etc  
Creative skills an ABSOLUTE bonus  
Interest in small business / entrepreneurship (including creative entrepreneurship) preferred, although an interest in psychology is fine (but not at all a priority)

Training will be provided, but the above core skills and characteristics are a minimum. The role may eventually be split into two if necessary (Crawley House vs my assistant).

Salary is based on the Health Professionals and Support Services Award.

So, if you recognise someone in this description, please ask them to write to me at: [tess.crawley@tesscrawley.com.au](mailto:tess.crawley@tesscrawley.com.au) and tell me all about themselves, their goals and interests, and why they'd like to work with me (I'm much more interested in what they have to say than what's on their CV!).

They can find out more about what I do here:

[www.tesscrawleycrawley.com.au](http://www.tesscrawleycrawley.com.au)

YouTube /tesscrawley

FB Page: **Dr Tess Crawley**

At this stage I'm ONLY mentioning this position in the Albert Park FB groups, as it's my strong desire to find a local person for this role. Will open it up further in January if need be.

Looking forward to hearing from some amazing Albert Park talented local people!!

**Best wishes**

Tess



## **NOW HIRING ... BRAND NEW ROLE ... TRIAGE OFFICER**

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My fabulous team of clinicians is so popular we need help with triaging the steady influx of referrals from GPs, Psychiatrists, Obstetricians, and other professionals from across Tasmania. Yes, across Tasmania!

We have a team in Hobart, a team in Launceston, a clinician in St Helens, and rural outreach to the East Coast, Scottsdale, and George Town. We also offer services online and via phone to those who can't get to us due to geographical distance. We have a number of contracts involving the provision of therapy and supervision, and well, we're run off our feet! A great problem to have.

So we've created a brand new role for our team. We need a TRIAGE OFFICER!

As Triage Officer you will be the first clinical point of contact for newly referred clients. Your role will be to identify which of our clinicians will best suit individual client needs, what level of urgency or risk exists, and whether or not our service is best suited to each client (because sometimes we're not!), in which case you'll arrange onward referral. You will maintain client contact during longer waiting times, and you will liaise with mental health and health professionals from across the state. Depending on your qualifications and experience, you will

also build your own small caseload and be involved in our rural outreach programs (involving online therapy and some travel).

This has been identified as a vital new role within our team, and to be the perfect match for this role, you'll need to be a perfect fit for our team culture. You'll be aware of who we are and what we do, and you'll be committed to bringing this role to life.

What does this mean?

You don't need to be the most qualified or the most experienced, but you do need to be willing to embrace a rapidly changing role that comes with wrap-around support for you. You will be provided with first class support and supervision, and report directly to our Principal Psychologist. You will work closely with our administrative team, our multi-disciplinary team of clinicians (psychology, mental health social work, mental health occupational therapy, family therapy, and counselling), and our Director (that would be me). In addition to in-house supervision and support, we run in-house professional development opportunities and team social activities.

You might be excited by our dedication to perinatal mental health. Or you might love our mission to provide an excellent rural mental health service. It might be that you're keen to get involved in our community education via social media. Perhaps you're interested to support our key referrers by being their go-to person in our team.

What excites you about this role?

You might be a provisional psychologist or a mental health nurse. You might be highly experienced, or new to the profession. You might be a social worker or OT working towards mental health accreditation or a registered psych in a registrar program. Or perhaps you're returning to the profession after maternity leave or raising your family.

Whatever your skills and experience, if this role has your name written all over it, then I want to hear from you. But please, if you are not committed to giving my team your 100%, please don't apply.

DO NOT HESITATE. This role is unique and will be snapped up quickly. Follow the link to submit your application (applications that do not include a cover letter outlining WHY this role appeals to you will not be considered). Remuneration is based on the Health Professionals and Support Services Award. Hours are negotiable.

<https://tesscrawley.com.au/join-our-team/>

Get in touch.

I can't wait to hear from you!

Tess x

