

EXPRESSION OF INTEREST

For a Full Time (negotiable) ongoing Clinic Receptionist

Clinic Receptionist	<p>Salary range \$54K per annum FTE Paid @ Evening shift rate (above award)</p> <p>Administration Grade 2 – Level 1 Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020)</p> <p>Attractive Salary Packaging Options are available</p>
----------------------------	--

Nunyara Aboriginal Health Service is an RACGP accredited service that provides culturally appropriate health care, health promotion and education programs for the Aboriginal community in Whyalla.

Nunyara is looking to engage an energetic and motivated person to fill the above position, which will have the following responsibilities:

- Front desk clinical reception answering incoming calls and triaging appropriately
- Phone and face to face client interaction and customer service
- Providing administration support to a multi-disciplinary team of health professionals
- Updating and maintaining patient records in line with confidentiality principles
- Booking client appointments and transport bookings using clinical software.
- Desktop publishing, scanning, photocopying, faxing, filing, email management
- Keeping reception area and clinical rooms clean and tidy

Applications are invited from highly motivated people who can demonstrate their ability to work within a team environment, provide a high level of customer service and have an interest in working with Aboriginal communities.

Minimum requirements for the position/s & Documents Required:

- ❖ Appropriate qualifications and/or experience
- ❖ A current valid National Police Clearance and Working with Children DCSI Check
- ❖ Proof of Covid-19 Vaccination

A Full Job Description can be found at www.nunyara.org.au/careers

HOW DO I APPLY?

1. Fill out the Expression of Interest (EOI) Checklist and Questionnaire, this is available at www.nunyara.org.au/careers or by emailing Reception@nunyara.org.au
2. Provide an up-to-date resume with 3 referees and the Documents listed above
3. Email your resume, the EOI checklist and copies of relevant documentation to reception@nunyara.org.au

Further information can be obtained by contacting Julia at Nunyara on 8649 9900.

Closing Date: 5.00pm Friday 28th January 2022

Applications will not be accepted after 5.00pm on the closing date