

Position Description



Administration Support

Position Objective

The Administration Support worker has a key role in the provision of administrative services to the Agency as a whole to ensure the efficient, effective interface between service delivery and the community.

Reporting

This position reports to CBS Administration Manager

This position has the following direct reports: Nil

Primary Roles and Responsibilities

Requirements	To receive and welcome visitors, patients, guests, fellow staff and clients, and respond to inquiries and requests.
Efficient, Effective, Safe Service Delivery	Comply with organisation processes in carrying out: <ol style="list-style-type: none">1. Continuous Quality Improvement aligned with National Safety and Quality Health Services Standards, Australian Aged Care Accreditation Standards, National Disability Insurance Scheme and Australian General Practice Accreditation Limited.2. Timely and accurate completion of data relating to service delivery.3. Reporting of outcomes / deliverables in line with funding agreements.
Professional Conduct	In your position, you are responsible for: <ol style="list-style-type: none">1. The interchange and management of communication with internal and external stakeholders.2. Compliance with organisational code of conduct.3. Compliance with organisational policies and procedures, including infection control and confidentiality.4. Compliance with relevant legislation such as work health and safety, equal opportunity and anti-discrimination.5. Compliance with Code of Professional Conduct and Statement of Ethical Practice for National body relevant to this discipline.6. Behaving in a professionally responsible and accountable manner at all times.7. Compliance with Agency mandatory training Policy.

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	<p>Flexibility in working role related to changing job requirements including:</p> <ol style="list-style-type: none">1. Willingness to take on activities or tasks that may fall outside of regular duties2. Capacity to identify and / or respond to areas of need within the workplace on negotiation with Line Manager
Immunisation Requirements	<p>As per the Immunisation of Health Care Workers Procedure. Table 1 Risk Assessment Categories for Health Care Worker's.</p> <p>Staff Category C Vaccinate For:</p> <ol style="list-style-type: none">1. Measles/Mumps/Rubella – 2 doses2. Poliomyelitis

Selection criteria

Essential

1. To be considered for this position you must be an Australian Citizen or Permanent Resident, or have a relevant visa allowing you to live and work in Australia with no restrictions. Corryong Health does not undertake visa sponsorship for this role.
2. Demonstrated office administration skills. Including but not limited to: appointment scheduling; telephone reception; word processing; cash/ banking management; petty cash procedures; preparation of accurate reports; data management; maintenance of filing systems; and general office systems and procedures.
3. Ability to work within a multidisciplinary team environment, adaptable to change and committed to quality improvement, able to explore new ways of working in line with developments in technology, service delivery and funding requirements
4. Demonstrated commitment to client focused care and competence in dealing with the public and able to make decisions in responding to customer immediate needs
5. Well-developed interpersonal and communication skills which promote service and client interests
6. An understanding of the importance of policies/ procedures and other written records within an organisational structure

Desirable

Additional Information

Salary Package	Salary Packaging Available Employer Contribution to superannuation 9.5% Annual Leave Loading 17.5%
Hours	Per Contract
Location	This position is based in Corryong

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Criminal History Check	All final applicants for this position will be asked to consent to a criminal record check and a working with children check (where applicable).
ANZSCO	542111
Award / Agreement	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise 2016-2020
Award / Agreement Pay Code	HS1

I the undersigned agree to the conditions of this position description.

Signature

Employees Name (Printed please)