



## Administration Officers (After Hours Clinic)

### THE OPPORTUNITY

Nillumbik Community Health Service Pty Ltd, operating as Carrington Health and healthAbility (CHHA), is recognised as an industry leader in the delivery of innovative primary health care services. We have a demonstrated record of working with communities to strengthen the health and wellbeing of the local population. We offer wide ranging, locally delivered community healthcare services in the North Eastern and Eastern suburbs of Melbourne, with major hubs in Box Hill and Eltham. We are looking for **Administration Officers** to join our team in a casual capacity for approximately 3+ months

### THE ROLE

The Administration Officer, is accountable for the provision of administration support across the organisation and will operate after-hours. Working with a small team, the role will also ensure smooth running of our after- hours Mental Health Nursing service.

This role is a stand alone role on the reception of our Mental Health After Hours service, The successful candidate will be a fast and efficient learner, able to work autonomously, as well as be confident with making good decisions if they run into roadblocks.

There is a range of shifts available; Mon- Thurs 6-11pm, and Sunday 2-7pm. Please specify in your cover letter which days are preferred.

### SKILLS & EXPERIENCE

- Comprehensive computer skills including advanced skills in the use of Microsoft products ie. Word and Excel and highly competent and accurate typing ability.
- High level administrative skills, accuracy and attention to detail, organisational skills and ability to prioritise workload and data entry.
- Proven high level of customer service skills including an understanding of consumer and family need.
- Demonstrated understanding of consumer and staff privacy issues.
- Ability to work with minimum supervision, demonstrating high levels of initiative, personal judgement and self-motivation.
- Proven teamwork skills.
- Demonstrated skills in managing workplace change, and capability to learn quickly.
- Experience with Customer Management systems, such as Trakcare, Titanium, My Aged Care is advantageous.
- Experience in an Allied Health role is advantageous, but not essential.
- Proven capacity to learn new systems and tasks quickly and incorporate into daily work.



To view the position description, please go to <https://www.healthability.org.au/about-us/careers/> click on "current vacancies".

If you meet the criteria and you are looking for a dynamic role during a period of growth and transformation - we'd love to hear from you. Please apply here by submitting a cover letter addressing the key selection criteria with your CV. Thank you for your time and interest and please note, only shortlisted applicants will be contacted directly. "no agencies please"

Applications will be reviewed as they arrive so be quick!