

Clerical Officer

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Company: North Metropolitan Health Service

Location: Western Australia

Category: other-general

This is a Recruitment Pool for Permanent Full Time, Permanent Part Time, Fixed Term Full Time, Fixed Term Part Time and Casual appointments with the possibility of extension(s) and/ or permanency. Suitable applicants will be placed in a pool from which appointments may be made when similar vacancies occur. Appointments may be made from this pool until 29/08/2025. Do you want to be a part of a team that promotes and improves the skills of its workforce and contributes to the health of the wider community? Are you looking for an organisation that listens to what you have to say, supports flexible working arrangements, health and wellbeing and is focused on engagement and culture? Then look no further. North Metropolitan Health Service (NMHS) fosters an environment of equity and inclusion and strives to ensure everyone experiences a sense of belonging. We celebrate the rich diversity of our community and are committed to recruiting a team that is reflective of those we care for. We encourage anyone who aligns with our values of respect, integrity, teamwork, innovation and care to apply for this role. NMHS is committed to growing the Aboriginal workforce as a part of our Aboriginal Health and Wellbeing Strategy. As a measure to achieve equality, Section 51 of the Equal Opportunity Act 1984 applies to this position. NMHS upholds the social model of disability. If you have any access needs or require adjustments to participate in the recruitment process, please contact Christina Bygrave on 08 6457 8300. About this role The Clerical Officer plays a key role in the provision of administrative and clerical support to the patients of Older Adult Inpatient Mental Health and the medical professionals who work for the service. Working with, and under the direction of Administration Assistants, you will be responsible for maintaining the

clerical aspects of patient care, to ensure the smooth daily operation of the Selby Lodge. This role reports to the Administration Assistant. We currently have multiple positions to fill immediately.

What we are looking for We are seeking an enthusiastic individual with experience in administrative support, ideally within a health setting. Someone with great communication and interpersonal skills, who can use their skills to facilitate in the smooth operation of the department. Adaptability and problem-solving skills are essential to the role. While your qualifications and experience tell us part of your story, your values and attitude speak louder still. At NMHS, we aim to ensure our behaviours reflect our core values: Care, Respect, Innovation, Teamwork & Integrity. During the selection process you will be assessed on your ability to fulfil the responsibilities of this position while upholding our values.

Area Profile

The NMHS Mental Health Older Adult Mental Health Program is responsible for the delivery of specialist mental health services to older people living in the North Metropolitan region of Perth. The Older Adult Program (OAP) operates several Older Adult Mental Health Services (OAMHS) that provide inpatient, Hospital in the Home and community services from locations in Wanneroo, Osborne Park and Shenton Park. A Geriatric Psychiatry Consultation Liaison Team also provides assessment and treatment planning to both Sir Charles Gairdner Hospital and Osborne Park Hospital. Inpatient services are located at Osborne Park Hospital and Lower West (Selby) in Shenton Park that are 24-hour services.

What we offer In addition to the great salary our employees enjoy an amazing range of benefits

- Generous salary packaging
- Diverse and inclusive culture
- Flexible work and leave arrangements
- Support professional development opportunities
- Paid study leave
- Discounted public transport
- Discounted access to 70 gyms, pools and leisure centres across Perth with Fitness Passport
- 11% employer superannuation contribution.

For more information on superannuation [click here](#). Want to know more about this role? We encourage you to contact Christina Bygrave on 08 6457 8300. We think you'll like it here Our employees like working here, and we think you will too. Watch this video to find out what they have to say. Ready to join our team? Applicants are required to apply online so allow enough time to complete the online application process and attach your documentation. If you experience difficulties, please contact Employee Services on 13 44 77 for immediate assistance during business hours. Your application should include: A cover letter and statement addressing the Selection Criteria (as listed in the attached JDF) - please use your cover letter as an opportunity to introduce yourself, outline your suitability for the role, and let us know why you believe you should be considered for this position.(no more than 3 pages). A

detailed Curriculum Vitae - your CV should summarise your employment history and academic qualifications whilst highlighting existing skills you can bring to the position.

Eligibility to Apply: Australian citizenship or permanent residency is an essential requirement for applicants to be considered for permanent positions in the public sector. To be eligible for a fixed term appointment you must have documentary evidence of your entitlement to live and work in Australia for the period of the contract. Lodgement is system generated. Any submissions after or on, 4:00pm on the closing date will not be accepted. We look forward to receiving your application.

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