

## Clinical Administrative Officer

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Company: SA Health

Location: Australia

Category: other-general

### Eyre and Far North Local Health Network, Port Lincoln

**Salary: \$29.13 - \$31.34 per hour + 25% Casual Loading - Casual (up to 30 June 2024)  
- ASO2**

#### Overview

The Clinical Administrative Assistant is required to provide a general administrative and clinical support service pertaining to the management of clients/patients in a ward/unit/clinic and to facilitate communication within the ward/unit/clinic and to other services as required.

Incumbents may be required to work in alternate administrative positions within the Nursing/Midwifery Department.

Must have a current South Australian Drivers Licence

Being part of Eyre and Far North Local Health Network means you will be supported both personally and professionally, can take advantage of education and training opportunities, will have access to flexible working hours and be part of an inter-professional approach to holistic health care.

To find out more about working in Eyre and Far North LHN visit .

Applicants are encouraged to discuss the flexible working arrangements for this role.

Appointment will be subject to a satisfactory Criminal History Check and appropriate immunisation requirements.

#### Check(s)

DHS Working With Children Check (WWCC)

National Police Certificate (NPC) for employment involving unsupervised contact with vulnerable groups required for this position (E.g. aged care employment or work involving vulnerable clients)

**Immunisation Risk for this position is - Category C (minimal patient contact)**

SA Health Services are required to implement the in the workplace.

Aboriginal and Torres Strait Islander applicants are encouraged to apply. **Job ref: 826346**

**Enquiries**

Name: Kerry Hatzimanolis

Title: Acting Manager, Patient Services

Phone: 7669 1016

E-mail:

**Application Closing Date**

Sunday 30th June 2024 - 11.55PM

**Attachments**

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