

Outpatient Clerk

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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. Fixed Term and Casual appointments will be made with the possibility of extension(s) and/or permanency. This is an open-ended recruitment pool, and as such the following should be noted: The panel will monitor this recruitment pool for applications, and will assess on a regular basis. 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 31/12/2027. Do you want to be a part of a team that promotes and improves the health of its people and 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 Katie Vedel on 08 6457 4879. About this role This position provides an effective and efficient outpatient clerical service ensuring a high standard of care and service to all service users for the

designated department, centre or service; is responsible for front desk patient reception, clinic preparation, new and review appointment booking and outpatient letter processing; maintains the completeness of medical records and associated documentation and to utilise the computerised information system to manage the patient's health record. This role reports to the Outpatient Supervisor. What we are looking for We are seeking highly capable and values-driven individuals to join our dynamic Central Outpatient Services team. You will be a driven and innovative individual whose actions, interactions and partnerships achieve high quality patient care. You will have the opportunity to embody the NMHS Values and make a real difference by providing safe quality care through expertise and teamwork. 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 Profiles

Sir Charles Gairdner Hospital (SCGH) is one of Australia's leading teaching tertiary hospitals. Located at the Queen Elizabeth II Medical Centre 4km from Perth city centre, SCGH provides a comprehensive range of clinical services including trauma, emergency and critical care, orthopaedics, general medicine, general surgery, and cardiac care. It is home to WA's only comprehensive cancer centre - the largest cancer treatment centre in the State - and is the State's principal hospital for neurosurgery and liver transplants. Osborne Park Hospital (OPH) provides specialist health care services for the community in the north metropolitan area and is located in Stirling, 14 kilometres from the Perth central business district. The hospital provides a comprehensive range of specialist health care services for the north metropolitan suburbs. The services at OPH are provided by three main specialties consisting of Rehabilitation and Aged Care Services and Younger Adult Rehabilitation, Surgical Services and Women's & Newborn Services. Each of these specialties has a dedicated Allied Health Services Team. What we offer

In addition to the great salary our employees enjoy an amazing range of benefits 11% employer contributed superannuation into a fund of your choice. For further information [click here](#).

Generous salary packaging Diverse and inclusive culture Discounted public transport A smoke free environment Flexible leave arrangements Professional development opportunities Paid study leave Flexible working arrangements Continuous learning

Professional and location based allowances NMHS supports flexible working practices and consideration will be given to flexible work options, where operationally appropriate. Want

to know more about this role? We encourage you to contact Katie Vedel on 08 6457 4879. 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 statement addressing essential selection criteria 2, 3, 4 & 6 (as outlined in the attached JDF); a comprehensive CV that clearly shows your experience relevant to this role; and the names and contact details of two (2) professional referees. It is preferable for one of your referees to be your current supervisor or manager. 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 or casual 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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