

Ward Clerk

[Apply Now](#)

Company: North Metropolitan Health Service

Location: Subiaco

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 31/03/2025.

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 Leone Lyonel on 08 6458 1373.

About this role

This position is responsible for the provision of frontline customer and reception services, ward clerical services and medical record maintenance including receiving and processing all direct/indirect admissions and discharges for the ward.

This vacancy is subject to a Western Australian Working With Children (WWC) Check. For further information please refer to the WWC website

at: <https://workingwithchildren.wa.gov.au>

This role reports to the Inpatient Administrative Coordinator.

What we are looking for

We are seeking highly capable and values-driven individuals to join our dynamic Health Information and Administrative Services (HIAS) team at King Edward Memorial Hospital. 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 Profile

In mid-2006, as part of the health reform in Western Australia, King Edward Memorial Hospital (KEMH) joined with other women's based health services to form the new Women and Newborn Health Service (WNHS), which is a part of the larger North Metropolitan Area Health Service (NMHS).

With dedicated staff and best practices based on the most current evidence-based medicine, WNHS continues to deliver first-class health care to women and infants in WA.

KEMH is the State's only tertiary maternity and gynaecological hospital and treated its first

patients in 1916. Today more than 6000 births take place at the hospital every year and it is WA's only major referral centre for high-risk pregnancies. KEMH also has a state-of-the-art Special Care Nursery, designed to care for premature and sick infants.

KEMH also cares for approximately 5000 women with gynaecological conditions each year - from urological and cancer related problems to sexually transmitted diseases and reproductive disorders.

Subiaco has it all - premier fashion outlets, a vast array of restaurants and cafes and many attractions including galleries, museums and theatres. All of this can be found within an established inner city area with vibrant parks, public art and heritage buildings provide a great backdrop for a wide variety of entertainment and education.

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 Leone Lyonel on 08 6458 1373.

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?

Application Instructions Applicants are requested to apply online by clicking the 'Apply for Job' button and provide responses to the following **online** questions **(there is no need to submit a separate statement addressing the selection criteria)**:

- 1 . Please provide details of any relevant past experiences working in a clerical/reception role.
- 2 . Please outline instances where you had to utilise your written communication skills to convey factual information concisely. How did you achieve this?
- 3 . Please describe a time when you had difficulty with a colleague or customer at work? How did you handle the situation and what was the outcome?
- 4 . Drawing from your past experiences, tell us how have you utilised your verbal communication and interpersonal skills to support high quality customer service with clients from diverse backgrounds?
- 5 . At King Edward Memorial Hospital, Clerical staff are often required to work in a busy environment with minimal supervision. How do you go about organising and prioritising your tasks to ensure you stay on track with your workloads?
- 6 . Clerical work requires staff to perform computer based duties. Please describe and outline your computer literacy skills and any other office technology you have previously used.
- 7 . How do you ensure accuracy in data processing whilst paying close attention to detail?

Please also provide:

a comprehensive CV that clearly shows your experience relevant to this role.

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 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.

[Apply Now](#)

Cross References and Citations:

1. Ward Clerk [Cinemajobs Jobs Subiaco Cinemajobs ↗](#)
2. Ward Clerk [Studyjobs Jobs Subiaco Studyjobs ↗](#)
3. Ward Clerk [Environmentaljobs Jobs Subiaco Environmentaljobs ↗](#)
4. Ward Clerk [Teacherjobs Jobs Subiaco Teacherjobs ↗](#)
5. Ward Clerk [Theworkopportunity Jobs Subiaco Theworkopportunity ↗](#)
6. Ward Clerk [Javascriptjobs Jobs Subiaco Javascriptjobs ↗](#)
7. Ward Clerk [Jobscareerscentral Jobs Subiaco Jobscareerscentral ↗](#)
8. Ward Clerk [Searchaustralianjobs Jobs Subiaco Searchaustralianjobs ↗](#)
9. Ward Clerk [Insurancejobs Jobs Subiaco Insurancejobs ↗](#)
10. Ward Clerk [Gynecologistjobs Jobs Subiaco Gynecologistjobs ↗](#)
11. Ward Clerk [Moscowjobs Jobs Subiaco Moscowjobs ↗](#)
12. Ward Clerk [Maintenancejobs Jobs Subiaco Maintenancejobs ↗](#)
13. Ward Clerk [Mumbaijobs Jobs Subiaco Mumbaijobs ↗](#)
14. Ward Clerk [Counselorjobs Jobs Subiaco Counselorjobs ↗](#)
15. Ward Clerk [Nzjobscareer Jobs Subiaco Nzjobscareer ↗](#)
16. Ward Clerk [Automationjobs Jobs Subiaco Automationjobs ↗](#)
17. Ward Clerk [Presidentjobs Jobs Subiaco Presidentjobs ↗](#)
18. Ward Clerk [Dairyjobs Jobs Subiaco Dairyjobs ↗](#)
19. Ward clerk [Jobs Subiaco ↗](#)

20. **AMP Version of Ward clerk** ↗
21. **Ward clerk Subiaco Jobs** ↗
22. **Ward clerk Jobs Subiaco** ↗
23. **Ward clerk Job Search** ↗
24. **Ward clerk Search** ↗
25. **Ward clerk Find Jobs** ↗

Source: <https://au.expertini.com/jobs/job/ward-clerk-subiac0-north-metropolitan-h-fa50133fd4/>

Generated on: 2024-05-03 15:00 by Expertini.Com