



## West Wimmera Health Service

### Position Description

<b>Position:</b>	<b>Administration Clerk</b>
<b>Location:</b>	Based at Rainbow, but may be required to work across all sites as mutually agreed upon
<b>Reporting to:</b>	Director of Nursing/Nurse Unit Manager
<b>Division:</b>	Clinical Services
<b>Award:</b>	Victorian Public Health Sector (Health and Allied Services, Managers & Administrative Workers) Single Interest Enterprise Agreement 2016 - 2020
<b>Level:</b>	HS1A or Dependent on skills, qualifications and experience as per Award

#### Overview of West Wimmera Health Service

Our community is the heart of West Wimmera Health Service. We are committed to delivering the highest quality health services and ensuring our services meet the needs of our population.

We deliver services across a 22,000 square kilometer region, which is home to nine rural townships including Nhill, Gorokey, Jeparit, Kaniva, Rainbow, Natimuk, Minyip, Murtoa and Rupanyup.

#### Our Values

##### Total Care

Delivering care that is safe, effective and person-centred, always

##### Safety

Providing a safe workplace and services free from avoidable harm

##### Unity

Working well together in a great place to work

##### Accountability

Doing the right thing by our stakeholders and ourselves

##### Innovation

Using our imagination - if there's a better way we will find it

#### Our Strategic Directions

Strategy one	Empower our community to live their best life
Strategy two	Invest in population health
Strategy three	Build partnerships for healthier communities
Strategy four	Harness technology and innovation
Strategy five	Strengthen our workforce capacity

**Position Relationships:**

Key Internal Relationships	Key External Relationships
<ul style="list-style-type: none"> <li>• Employees</li> <li>• Manager</li> <li>• Executive Director</li> <li>• Patients</li> <li>• Residents</li> <li>• Visiting Medical Officer's</li> <li>• Volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Consultants</li> <li>• Consumers</li> <li>• Visitors</li> <li>• Community</li> </ul>

**Position Overview:**

The Administration Clerk is the first point of contact for all internal and external customers. Your responsibilities are the day-to-day general administration duties, provide clerical support to the Director of Nursing/Nurse Unit Manager, and staff.

**Key Selection Criteria:****Essential:**

1. Effective communication and organisational skills
2. Worker screening clearance – police check, working with children check and NDIS Worker Screening Check (Applicable to disability support and service providers only).
3. Immunisation history of COVID-19 vaccinations.
4. Previous experience in a receptionist, secretarial or administrative assistant role.
5. Competence in using and operating computer software packages including Microsoft Office – Outlook, Word and Excel.
6. Demonstrate the ability to learn and use other software.

**Desirable:**

7. Current Victorian Driver's Licence.
8. Ability to prioritise and have the capability to multi-task.

**Key responsibilities:**

- Responsible to the Director of Nursing/Nurse Unit Manager for the performance of general clerical duties.
- Provide a courteous and efficient service to all customers.
- Maintain and operate the telephone console.

**Statement of duties:****Professional Practice:**

- Ensure familiarity with the expected standards of performance in the role and actively contribute to own personal development.
- Maintain a good working knowledge of and adherence to standards and legislation relevant to the role (such as Child Safe Standards, Aged Care Act etc.) and actively promote compliance to any such standards and legislation.

- Comply with all relevant WWHS policies and procedures and any program specific guidelines.
- Attend all required staff meetings and trainings.
- Work in accordance with West Wimmera Health Service's Code of Conduct and demonstrate commitment to the Service's core values.
- Manage appointment lists for visiting Allied Health staff and other visiting Specialist.
- Record and receipt all facility monies, issuing receipts for paid accounts and banking cash and cheques received.
- Monitor, reimburse and reconcile petty cash.
- Perform general clerical duties such as typing, photocopying, management of emails and ordering of administrative stock.
- Perform mail duties including the collection, registering, distribution and posting of centre mail.
- Ensure administration stock levels are maintained at a level required for the efficient and effective operation of the reception/administration area.
- Provide clerical support and assistance for the Director of Nursing/Nurse Unit Manager as required, including entering on PayGlobal rostering/time and attendance data as delegated.
- Ensure timely management and maintenance of all aspects of the patient record, including correct labelling of documents, tracking and arranging for documents to be transported to Medical Records at Nhill for scanning.
- Provide day-to-day support to staff concerning service fleet car bookings on the Poolcar system.
- Any other associated duties as delegated by the Director of Nursing/Nurse Unit Manager at any time.

#### **Quality, Safety and Risk Management:**

- Ensure compliance at all times, with mandatory education competencies by the due date in accordance with WWHS policies and protocols.
- Ensure and take all reasonable care for your personal safety and the safety of patients, consumers, volunteers and colleagues.
- Participate in relevant quality improvement activities as directed by the Executive Director Quality & Safety
- Identify and report relevant risks including those relating to human resource management, workplace culture and industrial relations and actively work other staff as appropriate to effectively manage such risks.
- Ensure you are aware of the West Wimmera Health Service's emergency procedures.

#### **Communication:**

- Maintain a professional and friendly approach in all interpersonal communication with patients, consumers, volunteers and colleagues.
- Ensure effective and open lines of communication with other relevant team members, customers, volunteers and WWHS management staff.
- Maintain confidentiality as per West Wimmera Health Service Policy and in accordance with relevant privacy and health records legislation.

#### **Appraisal:**

- Initial appraisal – 3 months after appointment
- Thereafter – 12 monthly.

## Certification

We hereby agree that the details contained in this document are an accurate statement of the primary requirements of the position.

<b>Authorised By Director of Nursing/Nurse Unit Manager</b>	
<b>Name:</b>	
<b>Signature:</b>	<b>Date:</b>

<b>Position Incumbent Name:</b>	
<b>Signature:</b>	<b>Date:</b>