

Reference Number	10697
Position Title	Administration Officer - Targeted position
Employment Type	Permanent Full Time
Department	PHC Aged Care Unit
Location	
Enterprise Agreement	The Named NSW (Non-Declared) Affiliated Health Organisations' Health Employees Agreement 2009
Position Grade	ADM30 - Admin Officer Level 3
Salary	\$55,330.16 to \$57,151.19
Hours per Week	38



Position Summary

A vacancy exists in the above unit for a highly motivated Administration Officer with appropriate knowledge and skills to join our friendly and supportive team. Our progressive and innovative team offers development opportunities for our staff and a caring environment for the delivery of high quality patient centred care.

The successful applicant will be expected to be able to assist and support the Geriatric Medical team with the administrative duties associated with staff and patient services within the department. The position will involve filing, report and minute writing, organising diaries and appointments for the medical staff, managing written and verbal correspondence with Patients, internal and external health care providers.

This is a Targeted position in accordance with Policy Directive (PD2016_053) NSW Health Good Health - Great Jobs: Aboriginal Workforce Strategic Framework 2016 – 2020. Priority is given to suitable Aboriginal and/or Torres Strait Islander applicants who meet the selection criteria. Confirmation of Aboriginality will be required.

The vacancy is open to Australian citizens, New Zealand citizens who hold a valid New Zealand passport, Australian permanent residents and those non-residents deemed by the Department of Immigration and Citizenship to be eligible to work in Australia only.

Application Instructions:

St Vincent's Health Network Sydney is committed to reconciliation and encourages Aboriginal & Torres Strait Islander people to apply for all advertised positions.

All applicants are required to address the Selection Criteria in their application and should include two referees in their application. Please address your application to the Contact Person listed.

About St Vincent's Health Network Sydney:

St Vincent's Health Network Sydney is made up of three public hospitals, St Vincent's Hospital Sydney, Sacred Heart Health Service and St Joseph's Hospital at Auburn. We are part of St Vincent's Health Australia, the largest diversified health care organisation within Australia's not for profit Catholic health care sector. As a Catholic health and aged care service provider, our mission is to bring God's love to those in need through the healing ministry of Jesus, with a commitment to those who are poor and vulnerable.

We are committed to equal employment opportunity, ethical practices, and the principles of cultural diversity and promote a smoke free work environment. Appropriate criminal record and child protection are checks conducted for all successful candidates. Employment with St Vincent's is subject to you having current immunity status that complies with the Assessment, Screening & Vaccination against Specified Infectious Diseases - Policy Directive Immunisation history complies with NSW Health Policy Directive PD2011_005. Appointment and ongoing employment will be subject to continued compliance with the policy directive.

Selection Criteria

- Personal integrity and demonstrated commitment to the Philosophy, Mission and Values of Mary Aikenhead Ministries
- Effective organisational and time management skills.
- Excellent interpersonal and relationship building capabilities, including high level communication skills along with a high level of computer literacy.

- Proven capacity to work unsupervised and the ability to make independent decisions.
- Demonstrated excellent organisational skills and the ability to prioritise and work to tight deadlines.
- Knowledge of quality improvement principles
- Knowledge and experience in the use of CorePAS or other relevant patient information systems along with a basic understanding of medical terminology

Contact Person Rachel Harris
Contact Number (02) 8382 9538
Closing Date 23/04/2017

For further information and to submit an application, please visit our website:

<https://stvincentshealthnetworksydney.mercury.com.au/ViewPosition.aspx?id=UdWNHjk27L4=&jbc=ere>