

## Accommodation Officer

Darlinghurst, Sydney

Permanent

Salary: \$61,676.64 - \$63,163.46

Reference: JR104967

### Position Summary:

A vacancy exists in the above unit for a highly motivated Accommodation 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(s) will be expected to be directly responsible for the electronic booking and billing of accommodation provided by St Vincent's Hospital Sydney for patients, families and carers. This position requires excellent interpersonal service, computer and communication skills in providing responses to patients, carers, families and health staff within and outside St Vincent's Hospital Sydney. This involves responding to and answering enquires about accommodation on the St Vincent's campus both over the phone and in person.

The Accommodation Officer manages the booking and allocation of 52 beds spread through 11 residences. This busy role also involves directing people to alternative accommodation in the area if accommodation is not available on Campus. The role requires effective communication and liaison with Social Workers/ Medical /Nursing /Environmental services /Admissions Staff and the Property Manager to accommodate patients for early admission/ discharge. Capacity to handle cash, receive payments, conduct banking and prepare reconciled accounts and regular data reports are requirements of this position.

The Accommodation Officer works Monday to Friday 8.30am-5pm.

This position requires a Working with Children Check (WWCC) issued by the Office of the Children's Guardian. For more information and how to apply, please visit the Office of the Children's Guardian website [www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check](http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check)

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.

### 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 checks are 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.

St Vincent's Health Network Sydney has an Australian Taxation Office (ATO) approved salary packaging scheme in place to increase the take home pay of staff. For information about the scheme go to <https://www.smartsalary.com.au/>

### 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.

When applying for the position, Applicants will be required to upload a recent Resume as well as a separate Cover Letter addressing the Selection Criteria for the position as outlined below. External applicants are to upload their Cover Letter alongside their Resume when reaching the 'My Experience tab >Resume/CV> Upload. For Internal applicants, this document is to be uploaded further down the page alongside your Resume under Resume/CV> Upload.

### Selection Criteria

- Personal integrity and demonstrated commitment to the Philosophy, Mission and Values of Mary Aikenhead Ministries and St Vincent's Health Australia
- Demonstrated ability and experience working as a member of an administration team in a high demand environment
- Demonstrated knowledge and /or experience of computerised hospital booking and accommodation services
- Experience, sensitivity and capacity to provide service to the sick, their families and carers
- Demonstrated ability in responsible handling of accounts, finance and report preparation
- Ability to liaise and co-operate with external and internal agencies, health professionals and support staff across the St Vincent's Hospital Sydney community
- Well-developed written and verbal communication skills
- Well-developed skills in time management, liaison and negotiation.

### Application Instructions:

Applications must be made online **click** on the link below for further information and to apply.

Applicants that do not address the selection criteria will have their application automatically culled.

**Applications close on the 18th October 2018 at 11:59PM**

**CLICK FOR FURTHER INFORMATION  
AND TO APPLY**