

Frontline Services Officer

Employment Type: Permanent Part-Time

Position Classification: Administrative Officer Level 3

Remuneration: \$62,525.58 to \$64,583.50 per annum plus Superannuation

Hours Per Week: 32

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Passionate about equity of health service and supporting vulnerable communities? Join Frontline Services Unit at Kirketon Road Centre and help deliver Health for All.

Kirketon Road Centre is in Kings Cross and has a strong culture of social justice and providing 'health for all', focusing on those people who have difficulty accessing mainstream services. The multidisciplinary team work closely together to provide the best service for people attending KRC on site and through the provision of outreach.

The vision for South Eastern Sydney Local Health District (SESLHD) is '**exceptional care, healthier lives**'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.

SESLHD is committed to improving the care provided to our patients in line with our vision of Working together to improve the health and wellbeing of our community.

The Kirketon Road Centre (KRC) is a targeted primary health care facility located in Kings Cross involved in the prevention, treatment and care of HIV/AIDS and other transmissible infections among 'at risk' young people, sex workers and people who inject drugs.

This position provides administrative support to staff at KRC and associated sites, staffs all client reception areas, performs general office and data entry duties, and participates in KRC's needle and syringe program and opiate treatment program.

KRC is one of the SESLHD Sexual Health and Blood Borne Virus Services, and this position may collaborate with those services as required.

Please note: Aboriginal and Torres Strait Islander people are strongly encouraged to apply for this position.

Employment of a temporary visa holder may only occur if no suitable permanent resident or citizen of Australia has been identified for this position following suitable labour market testing.

Support for Aboriginal and Torres Strait Islander candidates

We welcome applications from Aboriginal and Torres Strait Islander candidates and we have an Aboriginal Employment Consultant that can provide support. If you have any questions or would like guidance on the recruitment process, please contact the SESLHD Aboriginal Employment Team via email to: SESLHD-AboriginalWorkforce@health.nsw.gov.au

Qualifications - External

1. Ability to perform a wide range of administrative tasks in a busy and often unpredictable environment.
2. Experience in responding to a range of enquiries and determining the appropriate response.
3. Demonstrated highly developed interpersonal, written and verbal communication skills.
4. Ability to improve and contribute to improvements in administrative practices and procedures.
5. Ability to use computer hardware, software applications and electronic systems.
6. Demonstrated ability to work independently in performing routine administrative tasks and ability to work as part of team.
7. Willingness to work evenings and weekend shifts as required.

Need more information?

- 1) Click here for the [Position Description](#) and [SESLHD Expected Standards](#)
- 2) Find out more about [applying](#) for this position.

Applications Close: 1 October 2023

For role related queries or questions contact Aleksandra Adzic on Aleksandra.Adzic@health.nsw.gov.au

Applications must be lodged electronically. Please go to jobs.health.nsw.gov.au and search Job Reference Number [REQ431979](#)