



Administration Officer (AO3) (Aboriginal Identified) – Bowraville GP Service

Bowraville GP service vision is to provide quality primary health care in a Local Health District Integrated Care environment.

The Administration Officer will provide timely and efficient administrative support to the team / department in line with current Mid North Coast Local Health District policies and procedures.

Employment Type: Temporary Full-Time (May 2021 to 31 May 2022)

Position Classification: Administration Officer Level 3

Remuneration: \$59,763.25 to \$61,730.90

Hours Per Week: 38

Applicants for this position must be of Aboriginal descent through parentage, identify as being Aboriginal and be accepted in the community as such. All applicants must supply either a letter of Aboriginality signed under the common seal from a recognized incorporated Aboriginal or Torres Strait Islander Community organisation such as Land Council or Elders group, Aboriginal Medical Service or a letter on letterhead from a Local Aboriginal Land Council demonstrating membership of the Council. Exemption is claimed under Section 14D of the *Anti-discrimination Act 1977* (NSW).

To apply please visit the link below.

[Mid North Coast Local Health District Careers - Jobs \(selectminds.com\)](https://selectminds.com)

Advertising Closes: 5 May 2021

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

Applications must be lodged electronically.

Please go to healthnswgov.referrals.selectminds.com
and search Job Reference Number REQ224252.

**NSW Health Service:
employer of choice**