



Part-time Admin Assistant Mission Health (30.4 hours per week, 4 days)

City Mission is seeking a highly motivated and compassionate administrative assistant with great attention to detail and experience across a range of software management systems who can also work with vulnerable clients experiencing health issues associated with insecure housing.

Mission Health is a Nurse Practitioner led health service operating in a purpose built facility providing free primary health care to people experiencing homelessness and vulnerability.

Experience in medical administration would be beneficial but if you are enthusiastic, willing to learn and motivated to support vulnerable people in our community, we would encourage you to apply.

SELECTION CRITERIA:

Essential Qualifications/Experience:

- Minimum 2 years clerical experience
- Previous experience in a general practice environment
- Excellent communication skills (both written and verbal)
- Proficient in computer use including that of various data entry systems.
- The ability to handle pressure and competing priorities.
- Ability to maintain positive professional relationships with clients and stakeholders.
- Previous use of medical software data collection systems
- National Police Check is required for all roles at LCM.

Desirable Qualifications/Experience:

- WWVP check or willingness to obtain.
- Experience or demonstrated capacity to work in an organisation adopting a Christian ethos.
- Demonstrated ability to work unsupervised.
- Understanding of medical terminology
- Positive history of following organisational Policy & Procedures

The role of the Administration Assistant is to provide high quality reception and secretarial services to practitioners and staff at the surgery in a confidential caring and supportive manner.

Primarily they will be responsible for: answering the telephone and directing calls or taking messages and making appointments, receiving clients and visitors by greeting, welcoming, and directing them. This role will also include data recording, reporting, Medicare billing, along with the ordering and management of service equipment and supplies.

This is a part-time position under the Social, Community, Home Care and Disability Services Industry Award. As a Public Benevolent Institution, LCM employees are eligible to salary package through our approved provider.

If you have a passion to work as part of a friendly team in a caring compassionate environment assisting the workforce of an organisation dedicated to transforming lives, we encourage you to apply.



Please send your application **addressing the selection criteria** and your ability to effectively perform the primary tasks above to the Manager People & Culture, Launceston City Mission, PO Box 168, Launceston, or upload it to the SEEK website.

A full position description is available by phoning 6335 3000 during office hours, by emailing hr@citymission.org.au, or via our website – www.citymission.org.au/support-us/work-with-us

Applications close on Monday 22nd January 2024 at 9:00am.