



**SUNRISE HEALTH SERVICE ABORIGINAL CORPORATION**  
PH: (08) 89 719 500  
ABN 26 778 213 582 • ICN 4170

**First Floor Pandanus Plaza**  
**25 First Street, Katherine**  
**PO Box 1696, Katherine NT 0851**

<b>Job Title</b>	Operations Support Coordinator			<b>Business Unit</b>	PHC
<b>Employment Status</b>	Full Time			<b>Duration</b>	9 Month Contract
<b>Classification</b>	A05			<b>Salary</b>	\$82,248 – 86,533
<b>Position Number</b>	534	<b>Vacancy Closing</b>		<b>Reports to Position (name and number)</b>	Director of Primary Health Care
<b>Contact</b>	David Scholz 08 8971 9513 or email <a href="mailto:recruitment@sunrise.org.au">recruitment@sunrise.org.au</a>				
<b>Organisation Information</b>	<a href="http://www.sunrise.org.au/sunrise/home.htm">http://www.sunrise.org.au/sunrise/home.htm</a>				
<b>Information for Applicants</b>	<p><b>Applications should be limited to a one-page summary sheet addressing the selection criteria and a detailed resume/cv attached. All applications to be sent to <a href="mailto:recruitment@sunrise.org.au">recruitment@sunrise.org.au</a></b></p> <p>Confirmation of employment is dependent on the outcome of a Criminal History Check and successful application for an Ochre Card.</p>				

### **Primary Objective:**

The Health Operations Support Coordinator organizes core administrative and operations services to the Primary Health Care branch, as well as providing administration support for the Director of Primary Health Care (DPHC), Director of Public Health and Planning (DPHP), Population Health Team, General Practitioners and Remote Staff.

### **Context Statement:**

Sunrise Health Service Aboriginal Corporation (SHSAC) provides comprehensive primary health care services through nine remote health centres to some 4000 people living in the Katherine East region. We value our people and are committed to providing culturally respectful holistic health programs blending traditional healing practices with current evidence-based practice to address physical, social, emotional and cultural well-being.

### **Key Duties and Responsibilities:**

- Oversee the logistics for locum Primary Health Care staff placements to cover recruitment campaigns and periods of staff leave;
- Supervise and support the SHSAC Travel Coordinator;
- Provide procurement support for key clinical consumables including point of care testing;
- Assist and support the Primary Health Care Managers with local recruitment processes;
- Coordinate meetings, workshops and planning days as guided by the Director of Primary Health Care (DPHC) and the Director of Public Health and Planning (DPHP);
- Provide direct administrative support to the DPHC and DPH, the Population Health Team and General Practitioners to support Clinical Governance processes;
- Support data review and strategic planning activities as directed by the DPHC and DPHP;
- Assist with Medical Records Requests from external stakeholders;
- Support organisational efforts to maintain RACGP Standards and ISO 9001:2015 Standards as directed by the DPHC;
- Assist with Medicare Claiming as required; and
- Other duties as required from time to time.



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## **Selection Criteria**

### **Essential:**

1. Proven high level administration experience with strong IT skills including Microsoft Office Suite, complex databases and general business applications;
2. A clear respect for Aboriginal culture, willingness to listen and learn and commitment to participate in inter-cultural awareness activities as directed by SHSAC, and ability to work in a culturally safe manner;
3. Exceptional written and verbal communication skills with the ability to communicate effectively with a range of internal and external stakeholders;
4. Demonstrated ability and desire to work collaboratively with a multidisciplinary team to help drive positive change;
5. Excellent organisational, initiative, and problem-solving skills. Demonstrated time management skills and a high level of attention to detail;
6. A working knowledge of Human Resource processes and the ability to provide quality supervision of staff; and
7. Willingness to drive or travel on light aircraft and stay overnight in remote communities. A current unrestricted driver's licence is also required.

### **Desirable:**

1. Certificate IV in Business Administration or similar business qualification;
2. Knowledge of the NT healthcare system and the issues affecting Aboriginal health;
3. Experience using Communicare or similar patient information systems;
4. 4WD experience or preparedness to attend training course; and
5. Previous supervisory experience.

**Approved: Month Year March 2019**

**Approver: David Scholz, DPHC**