

JOB DESCRIPTION FORM

POSITION IDENTIFICATION

Effective date of document	October 2019
Award	ACCHS
Award Type:	Admin

Title:	Administration Assistant
Reports to:	Integrated Services Manager
Supervision of:	Nil
Relationships Internal: <ul style="list-style-type: none"> All Kimberley Renal Services Staff Kimberley Aboriginal Medical Service Staff Relationships External: <ul style="list-style-type: none"> Visiting Nephrology Specialist Aboriginal Medical Services staff throughout the Kimberley Other members of the multidisciplinary team Western Australian Country Health Service (WACHS) 	
Duty Statement	
<p>The Administration Assistant works under the direction of the Integrated Services Manager in delivering administration support and efficient running of the Renal Health Centre.</p> <p>This position is responsible for assisting with the management of building maintenance and equipment, maintaining efficient reception services and the collation of activity reports.</p>	
Key Responsibilities	
Maintain efficient reception services <ul style="list-style-type: none"> Respond to all visitors and clients who enter the reception area in a professional and timely manner. Maintain a professional and courteous relationship with external services. Demonstrate cultural sensitivity in all communications with clients and staff. Answer the phone in a professional and timely manner and transfer calls appropriately. Stay alert to potential threats from visitors and/or clients and take appropriate action to minimize risk. Manage incoming and outgoing mail Prepare Medicare billing for KRS clients seen by the KRS doctors. Manage stationary supplies for the centre utilising the stationary imprest system and monthly ordering. Support the Integrated Services Manager with general administrative tasks 	

- Manage the daily incoming and outgoing mail.
- Organise meetings, workshops, including venue hire, catering, and materials as requested.
- Other duties as required.

Assist with fleet and building repairs and maintenance.

- As directed by the Integrated Services Manager, assist with the preventative maintenance schedule.
- Upload service reports to LogiQC after each maintenance and repair.
- Assist with monthly maintenance reports in a timely manner.

Prepare and submit daily, weekly and monthly activity reports.

- Ensure accurate HA-22 forms on MMEx is completed daily for each session of dialysis.
- Prepare and submit daily, weekly and monthly activity reports with excellent attention to detail by the agreed deadlines.
- Maintain accurate client demographic data on MMEx.
- Collate data for reporting as required.

Ordering of stock and preparation of purchase orders.

- Follow KAMS purchasing policies when preparing purchase orders.
- Purchasing of stationary and equipment as required.
- Prepare invoices for payment.
- Report purchased assets.

Selection Criteria

Essential:

- Certificate II in administration or willingness to work towards.
- Sound computer and keyboard skills, proficient in word, excel, power point, email.
- Commitment to the philosophy and practice of Aboriginal Community Control.
- Well-developed interpersonal communication both written and verbal.
- Well-developed organisational and time management skills.
- Demonstrated initiative and ability to work autonomously.
- Ability to work as an effective team member.
- Ability to maintain confidentiality at all levels.
- Maintain professionalism and good work ethic.
- Current Federal Police clearance.
- "C" class driver's license.

Desirable:

- Knowledge and understanding of the Aboriginal Community Controlled Health Organisation.
- Experience working within a health environment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

KAMS CEO

Signature: _____ Date: ____/____/____

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name of employee: _____

Date Appointed: ____/____/____

Signature: _____ Date: ____/____/____

About KAMS and KRS

Kimberley Aboriginal Medical Services

KAMS (Kimberley Aboriginal Medical Services) is a regional Aboriginal Community Controlled Health Service (ACCHS) resource organisation providing a collective voice for a network of member ACCHS from towns and remote communities across the spectacular Kimberley region of Western Australia.

Our major role is in advocacy and support for our ACCHS members, in addition to KAMS being directly responsible for the provision of comprehensive primary health care in 5 remote Aboriginal community clinics at Balgo, Billiluna, Mulan, Beagle Bay and Bidjardanga. Our member ACCHS are based in Kununurra (OVAHS – Ord Valley Aboriginal Health Service), Halls Creek (YYMS – Yura Yungi Medical Service), Derby (DAHS – Derby Aboriginal Health Service) and BRAMS (Broome Regional Aboriginal Medical Service).

The KAMS Centre for Aboriginal Primary Health Care Training Education and Research provides a model of integrated health education, incorporating accredited training for medical undergraduates and postgraduates, pharmacy trainees and Aboriginal Health Worker trainees through to Advanced Diploma level.

KAMS is also responsible for the development and management of Renal Services for the Kimberley, including satellite dialysis services and support and coordination of local primary health care services in the provision of renal education and prevention, early detection and better management of established kidney disease and coordination of care for those in advanced stages of kidney disease.

The KAMS regional collective of ACCHS is a major employer in the Kimberley, with Aboriginal people representing more than 70% of its 300+ strong workforce. KAMSC's regional support includes:

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| <ul style="list-style-type: none"> • Population Health • Social and Emotional Well Being • Health Promotion • Information Technology • Pharmacy Support and Training • Corporate and Financial Services | <ul style="list-style-type: none"> • Accredited Aboriginal Primary Health Care Training and Education • Research • Regional Renal Services • Undergraduate and Postgraduate Medical Training |
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Kimberley Renal Services

KRS (Kimberley Renal Services) provides specialised renal services in the Kimberley. It is a wholly owned subsidiary of the Kimberley Aboriginal Medical Service Ltd. KRS has seen rapid expansion of its services in recent years with funding from both Commonwealth and State Governments for new dialysis facilities in Derby, Kununurra and Fitzroy Crossing

Further, funding to KAMS from the WA State Government has allowed implementation of a comprehensive support services to enhance regional efforts in prevention, early detection and better management of chronic kidney disease; provide timely pre-dialysis education and preparation; enhance training and support for patients on home dialysis options; and create a skilled, robust and culturally safe regional renal workforce to ensure that Kimberley people with kidney disease have access to the best of care, as close to home as possible.

These comprehensive renal services are provided in partnership with the visiting nephrologist from RPH; Fresenius

Medical Care (FMC) who provide state-wide home therapies services; WA Country Health Services (WACHS); and local health service providers.

The model developed in the Kimberley is an innovative one which brings together primary, secondary and tertiary services in a culturally safe framework which aims to provide patients, families and communities with the best possible services, whilst building regional workforce capacity and providing diverse career paths for local Aboriginal people.

Website: www.kamsc.org.au