



All Rounder Driver / Receptionist – Casual Pool Job Description

Area:	All Miwatj Health East Arnhem Region
Job Title:	All Rounder Driver / Receptionist – Casual Pool
Classification:	AO1
Salary:	\$33.89 - \$36.79 per hour + Super depending on experience and skills
Work Type:	Casual
Department:	Clinical Service
Location:	Galiwin'ku
Reports to:	Health Centre Manager – Galiwin'ku
Direct Reports:	Nil
Employment Conditions:	Miwatj Health Aboriginal Corporation EA 2018

OUR VALUES

We Believe. We Invest.

1. We believe...and we invest
2. We respect...and we trust
3. We contribute...and we learn
4. We stand strong...and we last
(And we do it **together, always**).

Primary Objective

Within the aims and objectives of Miwatj Health Aboriginal Corporation, assist in the provision of efficient and effective operational services at the Miwatj Health Clinic.

Staffing and budget responsibilities

Nil.

Reporting Relationships

This role reports to the Health Centre Manager, Galiwin'ku

Key Responsibilities (Reception)

- Open the clinic and prepare for the day.
- Keep a day sheet of all patients attending the Clinic.
- Prepare clerical support to the clinic supervisor and prepare Medicare and all relevant files for patients to see the Doctor.
- Register new patients on Communicare and maintain that system as required for day patients.
- Keep the diary up to date with patient appointments for specialist and recalls.
- Make arrangements with Outreach to drive patients with appointments to the specialist clinic.
- Make all relevant medical appointments for patients.
- Maintain secure and confidential records in electronic format
- Perform reception duties which include preparation of data for patient's visits, answering the phone, and assist in the smooth running of the clinic.

Key Responsibilities (Driver)

- Provide transport to and from the clinic, Gove District Hospital and specialist clinic appointments for clients requiring follow up or those unable to get independent transport.
- Accurately record all patient transport movements and interactions on electronic patient information System (Communicare).
- Collect/drop off pharmacy, laundry, pathology, client medications, stores and other supplies and equipment needed by the clinic.
- Clean and maintain the Nhulunbuy Clinic Vehicle as per the Maintenance Policy.
- Contribute to a healthy and safe working environment.

Selection Criteria

Essential minimum requirements

- Knowledge and understanding of Aboriginal and Torres Strait Islander (ATSI) cultures, values and beliefs, and an understanding of health issues impacting on Aboriginal people in Northern Australia.
- Sound oral and written communication and interpersonal skills.
- Ability to work at a satisfactory level unsupervised as well as within a team environment.
- Demonstrated sound skills and experience in the use of computerised systems, with experience in Communicare preferred.
- Sound clerical and organisational skills and attention to detail.
- Demonstrated experience in working in an environment that has direct contact with clients.
- Possession of a NT Driver license.

Desirable

- Knowledge of medical terminology, patient referrals to specialists' clinics, patient travel, medical clinic procedures and hospital systems.
- Possession of a current first aid certificate.
- Ability to speak an Aboriginal language from the Miwatj Region (East Arnhem Land) and/or knowledge of kinship systems.

Delegation Authority / Other Functions

ONLY IF APPLICABLE

Delegations are attached to positions rather than occupants of positions. Delegations are to be exercised within the framework of MHAC policies and guidelines. Tables of delegates and delegations will be accessible on MHAC's internal information systems, together with associated policies.

If a delegate is found to have exercised a delegation improperly, he or she may be subject to discipline and the delegation(s) revoked.

The applicant will be required to hold a current Working with Children Clearance notice and undergo a criminal history check. A criminal history will not exclude an applicant from this position unless it is a relevant criminal history.

Acceptance of Responsibilities

I have read the requirements and responsibilities outlined in this position description, MHAC Code of Conduct and Employment Terms and Conditions and agree to meet and adhere to these and have my performance monitored and evaluated in relation to my performance in the role as detailed throughout this document.

Name:		
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	(Employee)	(Manager)
Signed:		
Date:		
Created: Nov 2021	Reviewed:	Version: V1.1.0
DOCUMENT CONTROLLED – Human Resources Department, FY21-22		