



Admissions Clerks Casual

Bethesda Health Care, a values based organisation with an enviable reputation based on the gorgeous location of the banks of the Swan River, is offering the opportunity to join the Patient Services team in the capacity of Admissions Clerk.

We are looking for highly motivated individuals who have the flexibility to work a casual roster. The length of shifts and start and finishing times will vary based on operational requirements and may include weekends.

The position requires you to perform a range of clerical duties including pre-admission booking, health fund checks, patient admission and front of house duties including reception

The role is varied and is suited to someone with a positive attitude and excellent customer service skills. Your demonstrated initiative together with your ability to work well within a team and under pressure will ensure a positive experience for all stakeholders associated with the admissions process.

To secure this position, you will need to demonstrate your competency in the criteria deemed essential for success in this role.

Essential criteria

- Ability to demonstrate and work within the Bethesda Health Care Values at all times.
- At least 3 years administrative experience in a busy work environment within the Health Services industry, preferably within a hospital setting
- Ability to demonstrate and provide examples of superior customer service
- Demonstrated verbal communication skills both face to face and over the telephone
- Computer literate- word, internet, email
- Accurate Data entry skills
- Organised with attention to detail
- Demonstrated problem solving skills
- Ability to follow process and adhere to procedures

Desirable criteria

- Familiarity with EPAS or similar electronic patient management systems

Benefits

- Friendly and modern work environment
- Attractive remuneration
- Discounted staff meals
- Access to free parking
- Close to public transport

To view the Position Description and to learn more about the hospital, visit

www.bethesda.org.au

For further information contact Deborah Bell, Executive Manager Clinical and Support Services on 9340 6300.



To apply please e-mail your CV with a covering letter addressing the selection criteria and outlining your experience in relation to the position along with an application form that can be found on our web site to patientservices_employment@bethesda.org.au by close of business Friday 7 July 2017. Please mark the "Subject" line of your e-mail - Admissions Clerk.

Please note that successful applicants will be contacted via phone or email. Unfortunately, due to the high volume of applications received for our current vacancies, we are unable to provide an individual acknowledgement or feedback about your application if you are not successful for short listing.