

Full-Time Receptionist - CAHS

Coonamble Aboriginal Health Service (CAHS) is seeking an enthusiastic person to fill the position of Full-Time and Casual Receptionist.

The purpose of this position is to provide administrative support to the clinical staff of CAHS while ensuring day to day reception duties are met.

Note: This is an Aboriginal or Torres Strait Islander Identified Position authorised by Section 14 of the Anti-Discrimination Act 1977, NSW

KEY SELECTION CRITERIA

- Secondary education to Year 10 (minimum) or equivalent life and professional experience
- Competently operate computers and software programs such as Best Practice, Microsoft word, excel and outlook.
- Excellent negotiation and problem solving skills.
- Demonstrated sound verbal and written communication skills.
- Demonstrated ability to work effectively as part of a team and individually, in a supervised and unsupervised environment.
- Demonstrated strong commitment to customer service and quality
- Excellent organisational skills
- Current Criminal History Check
- Current NSW Working With Children's Check
- Proof of Aboriginality or Torres Strait Islander (NB: applicants race is a genuine occupational qualification and is authorised by Section 14 of the Anti-Discrimination Act 1977, NSW)

Desirable:

- Previous experience as a Receptionist in health.
- Possession of a current 'C' Class Open Driver's Licence valid in NSW is required

ADDITIONAL FACTORS

- Current First Aid and CPR Certificate
- Proof of vaccinations must be provided upon acceptance of appointment

REMUNERATION RANGE - Will be based on qualifications & experience

All applications must include a **cover letter addressing ALL Key Selection Criteria** and current resume with contact details of 2 referees and be received by no later than 5pm Monday 20th March 2023.

Please email you application to Wanitta Glover at Coonamble Aboriginal Health Service at WanittaG@cahs.net.au or by post to PO Box 36, Coonamble NSW 2829. (Please Note: all mailed applications must be received by the closing date).

