



Position Vacant

Fixed Term

Administration Officer

An exciting opportunity for someone to join the Administration Team has become available for an immediate start. Reporting to the Administration Team Leader, this Fixed Term position will be responsible for delivering administrative tasks to a range of different departments within the health service for a minimum of 4 days per week.

Kerang District Health (KDH) is a 50 bed small rural health service housed in a state-of-the-art redeveloped facility opened in 2016. The organisation has provided health care to residents of the Gannawarra Shire Council area for over 60 years, offering a broad range of acute medical, oncology and surgical services which include general surgery, gynaecology and urology services. With an annual turnover of more than \$14 million and employing approximately 180 staff, KDH also provides a wide range of community services, a GP clinic and residential aged care within a brand new 30 bed facility connected to the acute hospital.

Working for KDH is more than just a job. We are committed to providing excellent healthcare to our community, knowing that our loved ones are part of the community. As a Kerang District Health employee, you will have access to:

- Salary Packaging
- Career training and development
- Flexible work arrangements
- Comprehensive Employee Assistance Program and access to onsite gym
- Active and rewarding Social Club and onsite gym

As a Casual Administration Officer, your responsibilities will include but are not limited to:

- Present a positive and 'can do' attitude even during our busiest and most stressful times.
- Relieving key positions such as Reception and Ward Clerk.
- Filing and Scanning
- Proficient use of a range of different health care computer software programs
- Accurate message taking.
- Working as an integral part of our team to ensure all tasks are completed in a timely and efficient manner
- Maintaining confidentiality at all times
- Other tasks and duties as directed by the Team Leader.

To be considered for this exciting opportunity, you will have a current police check or be willing to obtain one; Annual influenza vaccination and full Covid 19 vaccination. Superior communication skills and high level computer skills are essential. You will be adaptive to change and a high pace environment, have the ability to think outside the square, strong initiative, as well as a commitment to the KDH values. Prior experience in like or similar role highly regarded, as well as formal qualifications in administration.

Remuneration will be provided in line the Victorian Public Sector (Health and Allied Services) Managers and Administrative Workers) Single Interest Enterprise Agreement 2021 - 2025 or its successor.

Applications should be submitted to people@kdh.org.au Attention: Teena Steains; Administration Team Leader and must include;

- A cover letter (max 2 pages) stating how your experience and capabilities make you the most suitable person for this role using the Position Description key selection criteria as a guide.
- Current CV highlighting relevant experience and qualifications
- Names and contact details of at least three (3) suitable professional referees
- Current National Police Check or willingness to obtain one.

Kerang District Health is an Equal Employment Opportunity Employer