



HSS Registered January 2018

Clerical Officer

Health Salaried Officers Agreement: Level G2

Position Number: 603100

EMHS Youth Unit (EMYU)

Bentley Health Service / East Metropolitan Health Service

Reporting Relationships

Co Service Director – Service 3
Award Level: HSO Level G14
Position Number: 602504



Program Manager – Adult Acute
Award Level: HSO Level G10
Position Number: 113683



This Position



Directly reporting to this position:

Title

Classification

FTE

Also reporting to this supervisor:

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Key Responsibilities

Provides clerical and administrative assistance along with leading and coordinating the administrative services for Youth Unit and relevant Program Manager.

Brief Summary of Duties (in order of importance)

1. Clerical Duties

- 1.1 Provides administrative and clerical support to the Youth Unit Coordinator and Program Manager.
- 1.2 Is responsible for maintaining unit filing systems, photocopying, scanning and facsimile.
- 1.3 Provides administrative support for recruitment and selection process, including collating and sending the relevant documentation.
- 1.4 Transcribe correspondence, memoranda, minutes, clinical reports/summaries and presentations from dictation or draft. Proof read and edits copy for completeness and correctness.
- 1.5 Communication (verbal / written) with nursing staff regarding rostering and leave requirements.
- 1.6 Arranges meetings, prepares agendas and takes minutes as required including catering and other Services / supplies.
- 1.7 Performs data entry, roster generation and processing functions to ensure that staff rosters are entered and maintained correct and timely.
- 1.8 Undertakes the entries of accounts and services payments using iProcurement.
- 1.9 Maintains stationary requirements, prepares purchase requisitions and liaises with suppliers as required.
- 1.10 Assists with the maintenance of Working with Children Checks.
- 1.11 Assists with maintenance and ordering of ward stores as directed.
- 1.12 Monitors and organises maintenance of assets including printers and other equipment.
- 1.13 Assists with staff inductions and coordination of uniforms including distribution and returns.

2. EMHS Governance, Safety and Quality Requirements

- 2.1 Participates in the maintenance of a safe work environment.
- 2.2 Participates in an annual performance development review.
- 2.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 2.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

3. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Demonstrated experience in the provision of clerical support.
2. Demonstrated proficient skills and experience in the use of computer software applications, including MS Office.
3. Proficient keyboard skills and experience with data entry and retrieval.
4. Good interpersonal, verbal and written communications skills with strengths in liaising within a team.
5. Demonstrated organisational skills including the ability to complete a variety of tasks whilst meeting a range of deadlines with minimal supervision.
6. Demonstrated ability to maintain confidentiality.

Desirable Selection Criteria

1. Previous clerical experience in a health care environment.
2. Knowledge of medical terminology.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

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

Manager / Supervisor Name	Signature or	HE Number	Date
Dept. / Division Head Name	Signature or	HE Number	Date

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

Occupant Name	Signature or	HE Number	Date
Effective Date			

HSS Registration Details (to be completed by HSS)

Created on	August 2017	Last Updated on	09/02/18 HE38566
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