



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>Goldfields</b>		<b>Position No:</b>	<b>601325</b>
<b>Division:</b>	Infrastructure & Support Services	<b>Title:</b>	<b>Supply Clerk</b>
<b>Branch:</b>	Kalgoorlie Health Campus	<b>Classification:</b>	HSO Level G2
<b>Section:</b>	Supply	<b>Award/Agreement</b>	WA Health – HSUWA – PACTS Industrial Agreement

### Section 2 – POSITION RELATIONSHIPS

<b>Responsible To</b>	<b>Title:</b> Regional Manager Infrastructure & Support Services <b>Classification:</b> HSO Level G10 <b>Position No:</b> 614441	↑
<b>Responsible To</b>	<b>Title:</b> Regional Supply Manager <b>Classification:</b> HSO Level G6 <b>Position No:</b> 601133	↑
<b>This position</b>	<b>Title:</b> <b>Supply Clerk</b> <b>Classification:</b> <b>HSO Level G2</b> <b>Position No:</b> <b>601325</b>	↑

#### OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<b>Title</b> 601134 – Purchasing Officer 601580 – Supply Fleet Officer 601702 – Supplies Officer 601849 – Supply Clerk
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<b>Positions under direct supervision:</b>	<b>← Other positions under control:</b>								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: center;">Position No.</td> <td style="text-align: center;">Title</td> </tr> <tr> <td style="height: 100px;"> </td> <td> </td> </tr> </table>	Position No.	Title			<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; text-align: center;">Category</td> <td style="text-align: center;">Number</td> </tr> <tr> <td style="height: 100px;"> </td> <td> </td> </tr> </table>	Category	Number		
Position No.	Title								
Category	Number								

### Section 3 – KEY RESPONSIBILITIES

Process documentation relating to the issue and receipt of goods. Incur Supply invoices. Liaises with creditors and maintain department filing system.

**WA Country Health Service –  
 GOLDFIELDS**

10 April 2017

**REGISTERED  
 Job Description Form**

TITLE	Supply Clerk	POSITION NO	601325
		CLASSIFICATION	HSO Level G2



The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle as many births as the State’s major maternity hospital – and as many emergency presentations as Perth metropolitan hospitals combined. The range of health services provided cover population health, mental health, Indigenous health and aged care.

Our dedicated and committed staff work hard to fulfil our purpose *Working together for a healthier country WA*, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

**OUR PURPOSE**

To improve, promote and protect the health of country Western Australians.

**WHAT WE STAND FOR**

- Quality health services for all.
- Improving the health of Aboriginal people and those most in need.
- A fair share for country health.
- Supporting our team – workforce excellence and stability.

**OUR VALUES**

- Community** – making a difference through teamwork, generosity and country hospitality.
- Compassion** – listening and caring with empathy and dignity.
- Quality** – creating a quality health care experience for every consumer.
- Integrity** – accountability, honesty and professional, ethical conduct in all that we do.
- Justice** – valuing diversity with a fair share for all.

<p>WA Country Health Service – GOLDFIELDS</p> <p>10 April 2017</p> <p>REGISTERED Job Description Form</p>
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**Section 4 – STATEMENT OF DUTIES**

Duty No.	Details	Freq.	%
1.0	<b>CLERICAL</b>		80
1.1	Batch and incur Supply invoices and forward for payment.		
1.2	Process documentation associated with the receipt/delivery of goods.		
1.4	Enter issues to user department via Oracle computer system.		
1.5	Conduct periodical physical stock check of imprest levels in user areas.		
1.6	Conduct the morning mail collection and delivery.		
1.7	Assists with the scanning of imprest.		
1.8	Maintenance of the Supply department filing system.		
1.9	Assist the Purchasing Officer with the expedition of outstanding purchase orders.		
2.0	<b>GENERAL</b>		20
2.1	Liaise with customers/clients as required.		
2.2	Assist warehouse personnel as required.		
2.3	Participate in the promotion of "Customer Focus".		
2.4	Maintain patient, Supply and HSU confidentiality.		
2.5	Provide leave relief for the Purchasing/Inventory Officer		
2.6	Other duties as required by the Regional Supply Manager.		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest achievement level in Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.		



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**Section 5 – SELECTION CRITERIA**

**ESSENTIAL**

1. Demonstrated word processing and clerical skills.
2. Excellent communication and interpersonal skills.
3. Ability to work as part of a team and with minimal supervision.
5. Demonstrated organisational skills.
6. Ability to understand the need for and maintain confidentiality.
7. Current WA C or C-A Class drivers licence.

**DESIRABLE**

1. Knowledge and skills in computer applications.
2. Previous experience in a hospital supply environment.
3. Previous experience with computerised inventory management systems
4. Knowledge of Equal Employment Opportunity and Occupational Safety and Health principles and practices.

**Section 6 – APPOINTMENT FACTORS**

<b>Location</b>	Kalgoorlie	<b>Accommodation</b>	As determined by the WA Country Health Service Policy
<b>Allowances/ Appointment Conditions</b>	Appointment is subject to: <ul style="list-style-type: none"> <li>• Completion of a 100 point identification check</li> <li>• Successful Criminal Record Screening clearance</li> <li>• Successful Pre- Placement Health Screening clearance</li> <li>• Current WA C or C-A Class drivers licence</li> </ul> Allowances <ul style="list-style-type: none"> <li>• District Allowance as applicable</li> </ul>		
<b>Specialised equipment operated</b>			

**Section 7 – CERTIFICATION**

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

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Manager Infrastructure & Support Services**

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Regional Director**

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

<b>Name</b>	<b>Signature</b>	<b>Date Appointed</b>	<b>Date Signed</b>

