

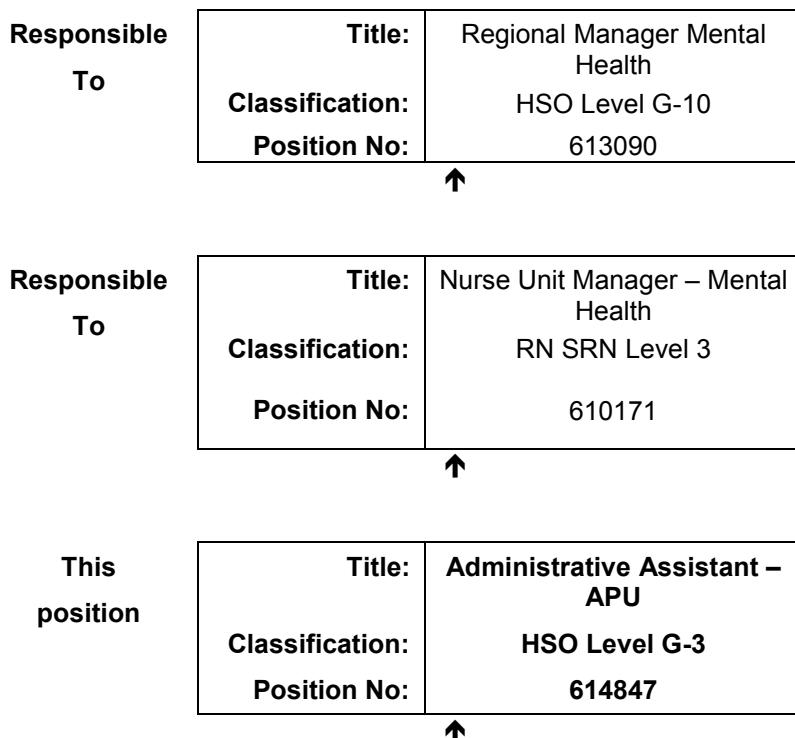


JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service		Position No:	614847
Division:	South West	Title:	Administrative Assistant – APU
Branch:	Mental Health	Classification:	HSO Level G-3
Section:	Acute Psychiatric Unit	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

- Title**
- Clinical Nurse Specialist
 - Clinical Nurse
 - Registered Nurse
 - Advanced Skilled Enrolled Nurse
 - Enrolled Nurse
 - Senior Occupational Therapist
 - Occupational Therapist
 - Social Worker
 - Patient Care Assistant
 - Ward Clerk,
 - Allied Health Assistant
 - Welfare Officer

Positions under direct supervision:	← Other positions under control:								
<table border="1"> <thead> <tr> <th>Position No.</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>Nil</td> <td></td> </tr> </tbody> </table>	Position No.	Title	Nil		<table border="1"> <thead> <tr> <th>Category</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Category	Number		
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Nil									
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Section 3 – KEY RESPONSIBILITIES

Responsible for the provision of a complete clerical, administrative and secretarial support service to the Nursing Unit Manager – APU. Develop and maintain business and data management systems for the Acute Psychiatric Unit.

WA Country Health Service
South West

1 June 2018

REGISTERED

TITLE	Administrative Assistant - APU	POSITION NO	614847
		CLASSIFICATION	HSO Level G-3



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 over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE – What we are here to do

WACHS improves country people's health and well-being through access to quality services and by supporting people to look after their own health.

OUR STRATEGIC DIRECTIONS TO 2018

1. Improving health the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services



OUR GUIDING PRINCIPLES

Consumers first in all we do Safe, high quality services and information at all times Care closer to home where safe and viable. Evidence based services.

Partnerships and collaboration.

OUR VALUES

Community – making a difference through teamwork, cooperation, a 'can do' attitude and country hospitality.

Compassion – listening and caring with empathy, respect, courtesy and kindness.

Quality – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

Justice – valuing diversity, achieving health equality, cultural respect and a fair share for all.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	ADMINISTRATIVE		60
1.1	Maintains a diary of commitments and reminders for the Nurse Unit Manger of action required and initiate follow-up to ensure that commitments are met.		
1.2	Taking of minutes, reporting, circulating agenda and other associated documentation for APU staff committee meetings, as directed by the NUM – APU.		
1.3	Provides a reception service to the area. Receives visitors (i.e. patients, staff or members of the public), answers phone calls and responds, informs or directs appropriately.		
1.4	Maintains the global email distribution list for the APU.		
1.5	Ensures administrative procedures, policies and standards are maintained in accordance with WACHS policies and relevant legislation.		
1.6	Develops and maintains internal databases for the area, as required.		
1.7	Processes admissions/transfers/discharges to/from the ward including generating relevant documentation and ensures timely completion of discharge summaries.		
1.8	Maintains and ensures the integrity of the Patient Administration System/s (webpas, Bossnet, PSOLIS) for the area and provides system training for new/relief staff.		
1.9	Updates ward-based information to ensure accurate bed status, eg internal ward bed changes, patient condition codes, patient's leave, changes of Consultants.		
1.10	Maintains and ensures security and confidentiality of medical records for the area.		
2.0	SECRETERIAL SUPPORT		15
2.1	Provides a high level confidential secretarial support service to the Nurse Unit Manager – APU and the inpatient medical team.		
2.2	Attends Administration meetings as a representative of SW Mental Health and provides input for the development of Mental Health-specific forms.		
2.3	Raises requisitions and stationery orders as required by the area, including catering, medical/other ward supplies and services and provides training in Oracle iProcurement systems as required.		
2.4	Organises repairs and/or servicing of ward equipment, eg photocopier, fax, computers, telephones, etc and log requests using MEX maintenance request system.		
3.0	HUMAN RESOURCES		15
3.1	Generates, maintains and collates leave and assists with RoStar/Lattice rostering system for the APU including following up on roster/payroll-related queries as required.		
3.2	Maintenance of staff records and documentation.		
3.3	Provides a liaison between HSS, HR and APU Management and assists with the recruitment/selection of administration staff including the preparation of HR-related documentation (new employees, higher duties, leave, termination forms) and following up on HR queries.		
4.0	BUDGET AND FINANCE		5
4.1	Provides accurate and efficient management of Petty Cash in accordance with FAAA and legislative requirements.		
4.2	Check all creditors' invoices to service for accuracy and authenticity.		
5.0	OTHER		5
5.1	Participates in staff education as required.		
5.2	Initiates and responds to emergency procedures/protocols as required.		
5.3	Undertakes other duties as directed by the Nurse Unit Manager – APU		
5.4	Performs duties in accordance with relevant Occupational Health and Safety and Equal Opportunity Legislation.		
5.5	Participates in a continuous process to monitor, evaluate and develop services and performance.		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to 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.		

<p>WA Country Health Service South West</p> <p>1 June 2018</p> <p>REGISTERED</p>

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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Demonstrated high level secretarial, reception and administrative skills with experience in working with medical records.
2. Well-developed interpersonal and communication skills (written and verbal), with the ability to liaise effectively all levels internal and external to the organisation.
3. Ability to maintain confidentiality and use discretion in seeking and relaying information.
4. Well-developed time management skills, and the ability to work within tight deadlines with minimum supervision.
5. High level word processing skills with experience in the use of MS Office suite.
6. Demonstrated experience in meeting preparation, minute taking, recording and distribution at senior level.
7. Current C or C-A Class drivers licence.

DESIRABLE

1. Experience in working in a Health related organisation
2. Knowledge of Video Conferencing as a medium for meetings

Section 6 – APPOINTMENT FACTORS

Location	Bunbury APU	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Completion of a 100 point identification check. • Successful Criminal Record Screening clearance. • Successful Pre- Placement Health Screening clearance. • Evidence of current C or C-A class drivers licence. 		
Specialised equipment operated			

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: ____/____/____
Executive Services

Signature and Date: ____/____/____
Chief Executive Officer

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

Name	Signature	Date Appointed	Date Signed

