Administrative Officer
Health Salaried Officers Agreement: Level G2
Position Number: 005300
Public Health & Ambulatory Care
Anita Clayton Centre

Reporting Relationships

<table>
<thead>
<tr>
<th>Clinical Nurse Manager</th>
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<tbody>
<tr>
<td>RN SRN Level 4</td>
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<td>Position Number: 005304</td>
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<tr>
<th>Administration Supervisor</th>
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<tbody>
<tr>
<td>HSO Level G3</td>
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<tr>
<td>Position number: 005302</td>
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Also reporting to this supervisor:
- Nil

This Position

<table>
<thead>
<tr>
<th>Title</th>
<th>Classification</th>
<th>FTE</th>
<th>Other positions under control</th>
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<tbody>
<tr>
<td>Nil</td>
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Prime Function / Key Responsibilities
To provide a clerical, reception and data entry function for the Anita Clayton Centre.
Brief Summary of Duties

1.1 Provides a client base and data function for the Clinic and maintains/updates patient records
1.2 Answers telephone calls and redirects calls where necessary and takes messages for staff in a professional and courteous manner.
1.3 Attends to patients, visitors, couriers and other staff
1.4 Assists with the management of medical records.
1.5 Opens and distributes mail, sends and receives facsimiles as required.
1.6 Assists with data entry into health information systems.

2. NMHS 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, North 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. Accurate keyboard skills and proficient in Microsoft Excel, Word.
2. Demonstrated ability to organise and prioritise tasks.
3. Experience with data entry.
4. Good interpersonal and verbal communication skills.
5. Ability to work in a team environment.

Desirable Selection Criteria
1. Experience working in health or other government agency.
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:
- 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 | Dept./Division Head | Position Occupant
-------------------|--------------------|-------------------
Name: | Name: | Name: |
Signature/HE: | Signature: | Signature: |
Date: | Date: | Date: |