

POSITION VACANCY ADVERTISEMENT

Media and Communications
Office of the CEO
Client Services Worker
Casual

The Position

The position of Client Services Worker provides an opportunity for an experienced, passionate and well-presented individual to assist the day-to-day operations of Bendigo Community Health Services (BCHS). The front desk creates the first and the last impressions for consumers. There is an expectation that Client Services staff will continually ensure the highest consumer experience for all consumers, in every interaction. This position will provide excellent customer service in the form of front desk reception and administrative support services to internal and external stakeholders and BCHS staff.

To be successful in this position you will have:-

1. Experience in frontline reception services, preferably in a medical reception or other health organisation environment.
2. A demonstrated ability to provide high level administrative support in a high profile organisation.
3. Excellent verbal and written communication skills and interpersonal skills.
4. The ability to interact with a diverse range of consumers in a private and confidential manner. The ability to work as a member of a multi-disciplinary team.

Salary and conditions of employment are in accordance with the Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2011 - 2015.

For further information about the position call Rod Case, Director - Media and Communications on 03 5448 1600.

Bendigo Community Health Services encourages applications from individuals of all backgrounds and abilities.

Applications addressing the 'Key Selection Criteria' should be marked 'Private and Confidential' and sent to Human Resources by one of the following means:

By Email: recruitment@bchs.com.au
By Mail: Post Office Box 1121 Bendigo Central Vic 3552
By Hand: 171 Hargreaves Street Bendigo
By Fax: (03) 5448 1699

Applications will be acknowledged upon receipt. Applicants are requested to contact Human Resources on telephone 5448 1600 if an acknowledgement has not been received within two working days.