

POSITION VACANCY ADVERTISEMENT



Client Services
Community Engagement and Communications
CLIENT SERVICES WORKER
45.6 hours per fortnight
Ongoing

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. The front desk creates the first and the last impressions for consumers. It is an expectation of Client Services staff to 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.

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

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.

For further information about the position call Rod Case, Community Engagement 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 **4.00pm** on **Friday 3 May 2019** 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) 5441 4200
