

# POSITION VACANCY ADVERTISEMENT



*Client Services*  
**Community Engagement and Communications**  
**CLIENT SERVICES SUPERVISOR**  
*76.0 hours per fortnight*  
*Ongoing*

## The Position

The position of Client Services Supervisor provides an opportunity for an experienced, passionate and well-presented individual to lead the day-to-day operations of headspace Bendigo and Bendigo Community Health Services. The reception desk creates the first impression for consumers using our services and our Client Services staff are always expected to ensure the highest consumer experience. This position will provide excellent customer service and administrative support to headspace Bendigo and BCHS staff or stakeholders.

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. The ability to provide high level administrative support in a high-profile organisation.
3. Excellent verbal and written communication skills.
4. The ability to interact with a diverse range of consumers in a private and confidential manner.
5. The capacity to supervise staff.
6. The capacity to show initiative and exercise sound judgement.

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.

Please contact Rod Case - Community Engagement and Communications Executive on 03 5448 1600 to obtain more information.

*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 26 July 2019** by one of the following means:

**By Email:** [recruitment@bchs.com.au](mailto: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

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