

POSITION VACANCY ADVERTISEMENT



Community Engagement and Communications **CLIENT SERVICES WORKER** *Part Time – 30.4hours per month, flexible roster*

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 impression 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 across all BCHS sites.

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.

For further information about the position call Rod Case, Community Engagement and Communications on 03 5406 1200.

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 **Sunday 28th February 2021** by email to recruitment@bchs.com.au
