

Community Services
headspace Bendigo
CLIENT SERVICES WORKER

Part Time 45.6 hours per fortnight (0.6 FTE)
Fixed Term 12 months from commencement

The Position

The primary role of the Client Services Worker is to provide reception duties at headspace Bendigo in order to facilitate a high level of care for young people, their family and friends. The Client Services Worker aims to provide youth-friendly, professional and confidential administrative support to the community to ensure effective service delivery and day-to-day functioning of the service.

The Client Services Worker will work proficiently and collaboratively with headspace staff in a dynamic and changing environment. The role will also provide administration support to the Senior Leader headspace Bendigo to ensure the smooth running of headspace Bendigo.

To successfully apply for this position you will need:

1. Meet and greet young people, family and friends and centre visitors so as to provide exceptional customer service.
2. Ensure all incoming phone calls are attended to in a prompt, courteous and youth-friendly manner.
3. Reception duties including answering phones, booking and confirming appointments, transcribing letters and reports, and scanning client files.
4. Ability to provide vaccination status information that meets the requirements for healthcare workers.

For further information about the position contact Lindsay Rose on 5406 1400.

To view the position description please go to <https://www.bchs.com.au/careers/current-jobs>

Applications addressing the **Key Selection Criteria** should be emailed to recruitment@bchs.com.au by 4pm Monday, 5 December.

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

Applications will be acknowledged upon receipt. Applicants are requested to contact Human Resources on telephone 5406 1200 if an automatic acknowledgement has not been received.