

## **Community Engagement, Advocacy & Communications CLIENT SERVICES SUPERVISOR**

76 hours per fortnight (1.0 FTE)

Fixed Term – 12 months

### **The Position**

The position of Client Services Supervisor is to provide an opportunity for an experienced, passionate and well-presented individual to assist in the day-to-day operations of Bendigo Community Health Services. The front reception 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. The administrative nature of the role includes a range of duties that support the organisation in ensuring effective client registrations and efficient referrals.

### **To successfully apply for this position you will need:**

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 and interpersonal skills.
4. Ability to interact with a diverse range of clients in a private and confidential manner.
5. Ability to learn quickly and manage change.

For further information about the position contact Kim Wallace on 5406 1200.

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](mailto:recruitment@bchs.com.au) by 4pm Monday, 11 September 2023.

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 1312 if an automatic acknowledgement has not been received.