

POSITION VACANCY ADVERTISEMENT



Community Engagement, Advocacy and Communications

CLIENT SERVICES WORKER **Part-time (45.6 hours per fortnight)** Ongoing Position

The Position

Bendigo Community Health Services are seeking applicants who are dynamic, reliable and organised to join our reception team. You will need to be motivated and adaptable, with the ability to work autonomously and with a high degree of efficiency. The position provides an opportunity for an experienced, passionate and well-presented individual to assist in the day-to-day operations of Bendigo Community Health Services.

To successfully apply for this position you will need:

1. Continuously provide the highest quality customer service to all consumers and stakeholders.
2. To be discreet and professional in all dealings.
3. Ensure that the front desk is always attended.
4. Assist appointment enquiries with costs, availability, packages and programs and services BCHS have to offer.
5. Arrival notification and close off appointments accurately and in a timely manner.
6. Greet all consumers, stakeholders and staff that come into contact with Client Services in a courteous and professional manner.

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

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.