



**POSITION VACANT**  
**Casual Clinic Receptionist**  
**Grade: Administrative Grade 2 Level 1**  
**Casual Rate: \$43.36**  
**Award: ACCHS Award 2020**

Nunyara Aboriginal Health Service is an RACGP accredited Aboriginal Community Controlled Health Service providing culturally appropriate primary health care services to the Whyalla community.

We are seeking an energetic and motivated person to join our team as a Casual Clinic Receptionist. This role is part of our relief pool and provides flexible coverage during busy periods, lunch breaks and staff leave.

The successful applicant will support the smooth day-to-day operations of the clinic and deliver culturally respectful and professional front desk services to clients and visitors.

Previous experience in administration, reception, or within a health service environment will be highly regarded. Experience using Communicare or a similar client management system is desirable.

- Greeting Clients, taking appointments or directing to appropriate staff member
- Triage of client needs in consultation with on-site Aboriginal Health Practitioners, Registered Nurse or GP
- Answering the phone and directing calls appropriately, taking messages, booking appointments
- Maintaining the reception waiting and workstation areas
- Ensure safe work environment for self, clients, staff and visitors including identification and reporting of hazards and risks immediately
- Restocking and maintaining stationery supplies, receiving and sending deliverables
- Photocopying, filing, electronic filing/scanning

To apply, please supply via post, fax or email:

- **A 1 page covering letter outlining:**
  - ❖ the reasons for your interest in the position.
  - ❖ disclosure of any disability or injury previous or current
  - ❖ your understanding of Cultural safety and Respect
- **A resumé** that outlines your qualifications and past work experience, and includes **2 referees**
- **Evidence of:**
  - ❖ Current driver's licence
  - ❖ A current valid National Police Clearance and DCSI Check or willingness to obtain
  - ❖ A current first aid certificate

**Further information** can be obtained by contacting Fran at Nunyara on 8649 9900. A Job Description can be found at [Vacancies - Nunyara Aboriginal Health Service](#)

**Expressions of Interest** can be mailed to: ATTENTION: Admin, PO Box 2253, WHYALLA NORRIE, SA 5608  
Faxed to: (08) 8649 9998 or emailed to [admin@nunyara.org.au](mailto:admin@nunyara.org.au)

**Closing Date: 5.00pm Friday 6<sup>th</sup> March**  
**Applications will not be accepted after 5.00pm on the closing date**