Position Description

Position Title: Clinical Administration Support Officer

Position Classification: Administration and Operational Support (AOS) Level 4

Direct Reports: Nil

Reports To: Chief Medical Officer

PROGRAM / ROLE DESCRIPTION

Wurli-Wurlinjang Health Service (WWHS) is an Aboriginal Community Controlled Organisation that prides itself on delivering a range of health services to the community in a style and manner that makes clients feel welcome and comfortable.
WWHS operates a range of clinics and provides a range of primary health care and other services which include our Main Clinic (acute and general care), Gudbinji Chronic Disease Clinic, Binjari Health Centre, Women and Children's Health, Men's Health and a Dental Clinic.

We also deliver Community Service programs which aim to achieve better outcomes in early intervention, treatment, and management through an integrated approach in a primary health care setting like our Alcohol and Other Drugs Program, Social and Emotional Wellbeing program, Katherine Individual Support Program, and our Strong Indigenous Families program.
As well as providing Clinical and Community Services WWHS also provides Professional Development and Training, as well as Corporate Services being: Human Resources, Finance, Infrastructure, Work Health and Safety, Compliance and Administration Support.

The Clinical Administration Support Officer is responsible for the provision of high-quality administrative support to the Primary Health Care Leadership Team and Doctors Group.

KEY AREAS OF RESPONSIBILITY

Service Delivery

Provide high level administrative support to the Primary Health Care Leadership Team as required, and to the doctors' group as directed by the Chief Medical Officer.
Coordinate meetings, including preparation of agendas, recording of minutes and monitoring actions log for completion of agreed actions.
Assist in the preparation of reports and presentations including data collection and analysis.
Assist with timesheets and leave forms as requested for each fortnight.
Assist, at the direction of the CMO the maintenance of the General Practitioner rosters.

Provide administrative assistance to the Primary Health Care Leadership Team in matters relating to recruitment, selection and appointment of clinical workforce as required.
Provide general office duties including but not limited to document delivery, room/equipment bookings, security and maintenance of records and filing systems.
Maintain confidentiality of information at all times as per policy.
Participate in corporate, Primary Health Governance, work health and safety, quality and accreditation and other committee activities and processes as appropriate.
Maintain Communicare data base updates in relation to MIMS/Snowmed/MBS as well as assigning documents within the system, as directed by the CMO.
Assist with providing training for staff in the use of SharePoint and Communicare remotely via Teams (or similar product) as required.
Provide relief as required/able to cover TMS/PIPS functions remotely.
Assist in template creation/modification, clinical item creation/modification within Communicare.
Other reasonable duties as requested by the Primary Health Care Leadership Team
Provide administrative support as requested/able to assist the Personal Assistant/Corporate Services Support Officer (Systems) to the CEO
Undertake training as required and directed

Program Development, Networking and Liaison

Responsible for providing professional and confidential secretariat services.

Services are delivered in a culturally safe manner.
Exercise initiative and sound judgement in determining what needs to be delegated and/or escalated

Team Support

Actively participate and contribute to team meetings

Maintain regular contact with Primary Health Care Leadership Team to ensure effective communication and cohesion exist between Primary Health Care Leadership Team and Clinical Administration Support Officer

Administration and Reporting

Provides timely, accurate and quality documentation as required

Administrative standards are adhered to in the provision of all services.

Workplace Health and Safety

Ensure your personal health and safety, and that of others in the workplace

Comply with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety

Promote and deliver in accordance with Wurli's risk management framework

Report all accidents, incidents, near misses and hazards immediately

Corporate Identity

Promotes and embodies Wurli's vision and values

Act as a role model for clients and other staff

Maintain professional networks that allows for good service delivery and continuity of care for patients

Act in accordance with Wurli's Code of Conduct

POSITION REQUIREMENTS

Qualifications / Prerequisites:

Certificate IV in Administration or the equivalent experience

National Police Records Check and Working with Children's Clearance

Current Northern Territory Driver's License

COVID-19 Vaccination Certificate

Acknowledgement

I have read and understand the requirements of the role; responsibilities and accountabilities as outlined within this Position Description.

Employee name: _____

Signature: _____

Date: _____