



SELECTION CRITERIA

Position Title	Medical Receptionist
Reporting To	Practice Manager

KEY COMPETENCIES

Qualifications, Knowledge and Experience

Essential

- Aboriginality*
- Demonstrated experience working in an administrative and/or reception role within a similar environment
- Demonstrated computer literacy and experience with all Microsoft Office applications and electronic Medical Record Software
- Demonstrated ability to maintain filing systems and processes
- Exceptional organisational and time management skills with the ability to prioritise competing demands and deadlines
- Ability to work independently with limited supervision
- Strong customer service skills
- Exceptional interpersonal skills with the ability to work with a broad range of people from a variety of backgrounds and experiences
- Current Drivers Licence
- Clear National Police History Check, Working with Children Check and Working with Vulnerable People Registration

Desirable

- Knowledge and understanding of the local Shoalhaven Aboriginal Communities
- Understanding of the health and wellbeing needs Aboriginal and Torres Strait Islander people

**Aboriginality - Aboriginality is a genuine occupational requirement and racial discrimination is a prohibition as outlined under Section 8(1) of the Racial Discrimination Act 1975.*