



Durri Aboriginal Corporation Medical Service

Servicing the Macleay and Nambucca Valleys

ABN 52 730 046 875 ICN 27

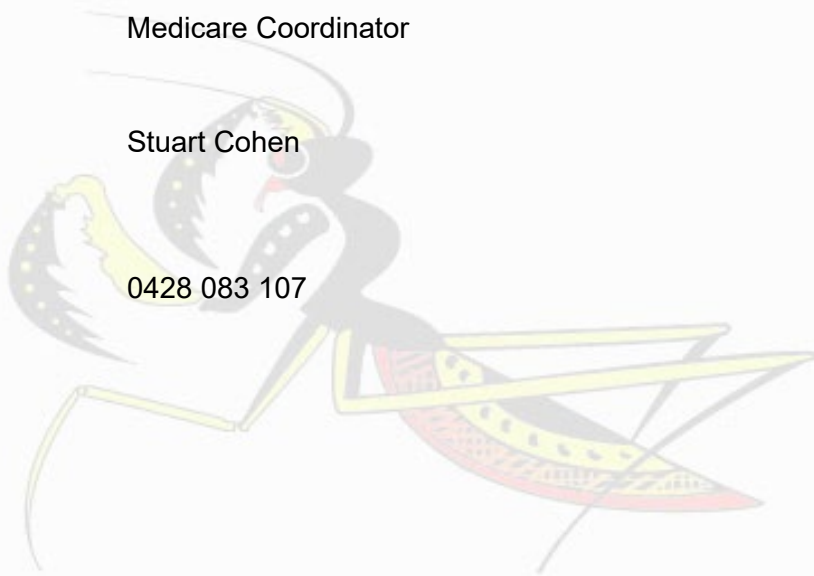
With Compliments

Position Application Package

Position Name: Medicare Coordinator

Contact Name: Stuart Cohen

Telephone: 0428 083 107



General Conditions of Employment

Position:	Medicare Coordinator
Award:	ATSIHWP + ACCHS Award 2020
Classification:	Administration - Grade 8 - Level 4
Salary packaging:	To calculate your potential benefit follow the link https://eziway.net.au

Application: **Your application should consist of four parts:**

- 1. Completed application form (page 4)**
- 2. Selection Criteria - *Your application must answer all of the Selection Criteria essential questions, for example the questions listed 1 to 4 below, or your application will be marked unsuccessful.***

Selection Criteria:

Essential:

Extensive knowledge and experience in Medicare and MBS item claiming.

1. Strong understanding of Medicare legislation, guidelines, and compliance requirements.
2. Experience in providing training and support to staff on Medicare-related functions.
3. Proven ability to manage multiple priorities, with a high level of attention to detail and accuracy.
4. Excellent communication, problem solving abilities and interpersonal skills, with the ability to work effectively across diverse teams.

Desirable:

1. Experience working in an Aboriginal health service or community health setting.
2. Understanding of the health needs of Aboriginal and Torres Strait Islander communities.
3. Knowledge of Communicare.

Key Attributes:

1. Strong problem-solving and analytical skills.
2. Ability to work independently and as part of a team.
3. A proactive approach to identifying opportunities for improvement in Medicare processes.
4. Commitment to providing high-quality health services to Aboriginal and Torres Strait Islander people

Additional Requirements:

1. Ability to undergo a criminal history check.
2. Current Working with Children Check
3. Commitment to cultural safety and awareness.

3. Resume

4. Supporting documents

- Working with children check, qualifications, registration, driver licence, national police check
- Vaccination Declaration Form, Appendix 6

(Adopted and endorsed by Durri CEO Clinical Governance Committee 10 May 2023)

Click on the links below to Complete NSW Health Undertaking/Declaration Form & find Occupational Assessment, Screening and Vaccination against Infectious Diseases Policy.

This form must be completed by all new workers, students and existing staff applying for new positions or undergoing vaccination and screening requirements outlined in the NSW Health Occupational Assessment, Screening and Vaccination against Specified Infectious Diseases Policy Directive (the "policy directive"). This includes volunteers/facilitators/contractors (including visiting medical officers and agency staff) who provide services for or on behalf of Durri ACMS.

<https://www.health.nsw.gov.au/immunisation/Documents/Occupational/appendix-6-declaration.pdf>

https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2024_015.pdf

Email your completed application to: Recruitment@durri.org.au

or

Post marked confidential to:

Application Human Resources
Durri Aboriginal Corporation Medical Service
PO Box 136
Kempsey NSW 2440

Closing Date: Tuesday 15 October 2024 by 5.00pm - No late applications will be accepted.

Application Form

Full Name:

Address:

Email Address:

Contact Number:

Date of Birth:

Drivers Licence: Yes No Class: Expiry date:

Do you identify as Aboriginal and or Torres Strait Islander? Yes No

Do you identify as having a disability? Yes No

Are you an Australian citizen or permanent resident? Yes No

Have you attached your Working with Children check? Yes No

WWCC No:.....

Have you attached your National Police Check? Yes No

Date of issue: Yes No

Have you attached your NSW Health Undertaking/Declaration Form? Yes No

Have you attached your Qualifications? Yes No

Have you attached your registration if applicable? Yes No

Where did you see this position advertised?

List two referees (one being a current manager)

Referees	Referee 1	Referee 2
Name:		
Title:		
Organisation:		
Contact Details:		
Email Address:		