



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: Registration Attendant

Contact Name: Norma Kelly

Telephone: (02) 65602311



Durri Aboriginal Corporation Medical Service
15-19 York Lane
KEMPSEY NSW 2440
T: (02) 6560 2300
F: (02) 6562 7069



Darrimba Maarra Health Outpost
PO Box 131
13/42 Bowra St
Nambucca Heads NSW 2448
T: (02) 6598 6800
F: (02) 6598 6833

All written communications to be addressed to CEO:
PO Box 136
Kempsey NSW 2440

General Conditions of Employment

- Position:** Registration Attendant – Kempsey
- Award:** ATSIHWP + ACCHS 2020
- Classification:** Administration - Grade 2 - Level 1
- Salary:** \$29.21 per hour
- Application:** Please click on the link <http://durri.org.au/positions-vacant.php> to Durri website to access the Position Application Package.

Your application should consist of four parts:

1. Selection criteria - (Your application must address all the selection criteria, or your application will be marked unsuccessful)
2. Completed Application form
3. Resume
4. Supporting documents

Completed application to: hr@durri.org.au

or

Post marked confidential to:

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

Closing Date: Wednesday 11 August 2021 by 5.00 pm



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Application Form

Full Name:

Address:

Email Address:

Contact Numbers:

Date of Birth:

Drivers Licence: Yes No Class: Expiry date:

Do you identify as Aboriginal 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

Do you have Working with Children check number? Yes WWCC No:

Do you have a current Police check? Yes Date:

Do you have evidence of Vaccinations? Yes No

Have you provided evidence of your Qualifications? Yes No

Where did you see this position advertised?

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



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Position Description

Position Title	Registration Attendant
Reports To:	Team Leader – Primary Health AHP
Business Unit:	Primary Healthcare Unit
Direct Reports:	Nil
Purpose:	<p>This position will work under the instruction of the Team Leader – Primary Health AHP and in partnership with other program and clinical areas at Durri Aboriginal Corporation Medical Service (Durri ACMS) and any other site that the service may from time to time operate within the Macleay Valley.</p> <p>This position is located at Durri ACMS Kempsey and is for a 12 month period.</p>
Primary Objective:	<p>This position is responsible for providing culturally appropriate screening at entry check points, ensuring all staff/patients/visitors/contractors who enter the Durri ACMS Kempsey premises are appropriately screened in accordance with NSW Health mandatory requirements, state and federal legislation and as directed by the Chief Executive Officer or delegate.</p> <p>This role is necessary to help limit the spread of COVID-19 and minimise infection risk to patients and their families and carers, staff, visitors and the broader community prior to entering the premises.</p>
Key Accountabilities	
Registration Services	<ul style="list-style-type: none"> • Encourage the use of QR codes. • Where a QR code is not used, recording of staff/patients/visitors/contractors' information for organisational and possible contact tracing purposes. • Provide staff/patients/visitors/contractors with sufficient Personal Protective Equipment (disposable masks) prior to entering the premises. • Encourage and ensure hand hygiene practices are taken by all staff/patients/visitors/contractors prior to entering the premises. • Referral of patients to COVID-19 screening points for those displaying cold and flu symptoms and/or have been in hot spot areas as identified by the state government. • Abide by and implement organisation, state and federal government decisions relating to COVID-19 and their practices.

	<ul style="list-style-type: none"> • Reporting of any staff/patients/visitors/contractors refusing to abide by the entry requirements of the organisation.
Teamwork and Collaboration	<ul style="list-style-type: none"> • Effectively collaborate with team members to ensure that the service is operating effectively and efficiently, while maintaining a harmonious team environment. • Attend all Durri ACMS Team Program meetings and other meetings as directed.
Compliance & Quality Assurance	<ul style="list-style-type: none"> • Ensure compliance with relevant WH&S legislation and that any issues are identified and actioned in line with the policy. • Comply with all relevant legislation and regulatory standards. • Obtain and record accurate histories and information to ensure compliance to all organisational policies, procedures and legislative requirements. • Ensure client and community confidentiality is maintained to build and maintain trust within key stakeholder groups. • Assists in creating a positive work environment that promotes cultural safety, productivity, mentoring, teamwork and co-operation.
Reporting	<ul style="list-style-type: none"> • Ensure client data information meets organisational, statutory, and funding body requirements including national key performance indicators.
Professional development	<ul style="list-style-type: none"> • Attend all organisational training that is considered mandatory and relevant to position .
Workplace Health and Safety	<ul style="list-style-type: none"> • Report all hazards, accidents or incidents which could result in injury to others or damage to property. • Be familiar with emergency and evacuation procedures and participate in regular training in safety procedures.

Selection Criteria

1. Aboriginal or Torres Strait Islander descent (This is an identified position under Section 14D of the NSW Anti-Discrimination Act 1977).
2. Sound knowledge of community health, public health and Aboriginal Health.
3. Demonstrated effective interpersonal and verbal communication skills with a high level customer service skills.
4. Experience in responding to a range of enquiries and determining the appropriate response in a complex work environment in line with guidelines and procedures.
5. Ability to work with minimal supervision and use initiative and the ability to work as part of a team.
6. Demonstrated computer literacy and typing skills and demonstrated ability to use and learn relevant computer programs.
7. Ability to hold all relevant security clearances including the National Police Check and Working with Children clearance.
8. Current First Aid Certificate or ability to obtain.
9. Current valid unrestricted NSW Driver licence, minimum of Class "C" or equivalent.