



## 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:** Medical Records Officer

**Contact Name:** Tracy Murrells

**Telephone:** 02 65 602 300



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:** Medical Records Officer

**Award:** ATSIHWP + ACCHS 2020

**Classification:** Admin Grad 4 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 9 below, or your application will be marked unsuccessful* Completed application to:

**Selection Criteria:**

**Essential:**

1. Aboriginality is a genuine occupational requirement of this position, exemptions claimed under Section 14D of the Anti-Discrimination Act NSW 1977.
2. Tertiary qualifications in Medical records Management or Administration or willingness to obtain.
3. Demonstrated experience in medical support, administration, or reception environment.
4. Knowledge of medical terminology.
5. High Level written and verbal communication skills and ability to communicate with health service agencies, non-government organisations, community groups and medical professionals at all levels.
6. Proficient in-patient information management systems and Microsoft Office Suite.
7. Demonstrated strong attention to detail and ability to maintain confidentiality and to exercise tact, initiative, and sound judgement.
8. Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands.
9. Ability to build and maintain relationships with all levels of the organisation, excellent interpersonal, communication and organisational skills.
10. Ability to hold all relevant security clearances such as National Police Check, Working with Children clearance etc

### Core Competencies –

1. High written and verbal communication
2. Analysis and problems solving skills
3. Sound level of numeracy and demonstrated attention to detail

4. Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands and build quality relationships at all levels.

### 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](https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2024_015.pdf)

Email your completed application to: [Recruitment@durri.org.au](mailto: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:** Monday 13th July 2026 by 5.00pm - No late applications will be accepted.



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## Application Form

Full Name:

Address:

Email Address:

Contact Numbers:

Date of Birth:

Drivers Licence:      Class: yes    Expiry date:  
Yes

Do you identify as Aboriginal or Torres Strait Islander?

Do you identify as having a disability?

Are you an Australian citizen or permanent resident?

Yes

Do you have Working with Children check number?

Yes

WWCC No:

Do you have a current National Police check?

Yes

Date of issue:

Do you have evidence of Vaccinations?

Yes

Have you provided evidence of your Qualifications?    Yes

Where did you see this position advertised?    Internal and Seek

### Referees

#### Referee 1

#### Referee 2

|                  |  |  |
|------------------|--|--|
| Name:            |  |  |
| Title:           |  |  |
| Organisation:    |  |  |
| Contact Details: |  |  |
| Email Address:   |  |  |