

Ward Clerk PPT 16 hours per week – Monday & Friday

Gosford Private Hospital has been the largest and most comprehensive private hospital on the Central Coast for over 35 years and has played a pivotal role in providing quality service to the community across several generations. The hospital currently consists of 129 inpatient beds, 9 operating theatres, 2 endoscopy suites and provides general and advanced surgical services, Orthopaedic, medical/oncology, Cardiac Services with Cath Lab & CCU/ICU, rehabilitation, and the Central Coast's only private obstetric unit.

About the Role:

There is an exciting opportunity for an experienced Ward Clerk to join us as part of our team for on a permanent part time basis. The successful applicant will be required to work on a Monday & Friday from 7am – 3.30pm or 7.30am – 4pm. We are looking for a dynamic individual who will be well presented, motivated and have a passion for ensuring quality service delivery across all business units. Primary duties will include, but not limited to: managing patient bed movements, inter hospital patient transfers, arrangement of home services for patients, collating medical record, phone management, entry of patient information into WebPAS, liaison with NUM, VMO's & CMO's.

Essential Criteria:

- Previous experience in a hospital ward setting
- Flexibility to cover leave periods working Monday – Friday when necessary
- High level computer skills & through knowledge of Microsoft Outlook (including email, word & excel)
- Outstanding customer service
- Impeccable attention to detail and ability to prioritise and multi task
- Work collaboratively in a team environment
- Self-directed

Personal Attributes:

- Show compassion and empathy towards patients
- Strong customer service focus
- Excellent presentation and interpersonal skills
- Ability to work under pressure, manage multiple tasks and show outstanding time management skills
- Ability to remain calm and professional in a busy practice environment
- Roster flexibility

Applications to:

Sharon Towler – Administration Manager
sharon.towler@healthcare.com.au

Applications Close: Friday 15th March 2019

