**Bulgarr Ngaru Medical Aboriginal Corporation**

Bulgarr Ngaru Medical Aboriginal Corporation (BNMAC) is an Aboriginal Community Controlled Health Organisation is seeking a receptionist to work in Grafton

***Receptionist in Grafton***

**Full time Fixed Term**

*Aboriginality is a genuine occupational requirement of this position, exemptions claimed under Section 14D of the Anti Discrimination Act NSW 1977.*

In this role you will be responsible for the coordination of the reception area and supporting the professional operation of the medical service. You will be working in a professional environment assisting Aboriginal people with a range of complex health related issues.

**Critical Responsibilities:**

The successful applicant will be responsible for:

* Booking client appointments
* Providing efficient and courteous customer service
* Providing clerical support to BNMAC clients, relatives and visitors.
* Completion of clerical procedures relating to the registration of clients in computer based systems such as Medical Director and Pracsoft, and ensuring Medicare details are correct.
* Providing communication support to BNMAC staff
* As this is a key front line role you will be required to be well presented, welcoming and professional.
* General office duties.
* Contributing to the wellbeing of the medical service by actively participating in a cooperative and team effort across all activities and within the Service.

**Critical Selection Criteria:**

**Essential**

* Aboriginality is a genuine occupational requirement of this position, exemptions claimed under Section 14D of the Anti Discrimination Act. NSW 1977.
* Current NSW Working with Children Check and National Police Check
* Excellent written and verbal communication skills.
* Well-developed interpersonal and customer service skills.
* Prior experience working in a front line customer service role.
* Demonstrated computer literacy including proficient keyboard and data entry skills
* Ability to work effectively as part of a multi-disciplinary team.
* Considerable tact and diplomacy with ability to maintain confidentiality.
* Proven ability to display a professional courteous manner when dealing with patients, staff and the general public.
* Ability to work independently and to demonstrate initiative.

**Desirable**

* Understanding of Medicare arrangements.
* Previous experience in Medical Reception
* Knowledge of medical terminology

Enquiries to Chris Clark : cclark@bnmacrv.com.au or phone 6662 3514

***Please address the selection criteria above and send your application including a CV to*** [***hr@bnmac.com.au***](mailto:hr@bnmac.com.au)

***Closing date: 9 May 2021***