

We are seeking **internal** and **external** expressions of interest for:

Intake Officer

Permanent Part-time 37.5 hours per fortnight

We are seeking an Intake Officer to join the Health Information Services team; the successful applicant will work within Intake at Melton Health. Intake Services are responsible for receiving and processing referrals to ensure patient/clients have access to services in a timely and equitable manner.

The key selection criteria include;

- Excellent communication and time management skills, with experience in dealing with the general public on a one to one basis;
- Past experience within a health care setting;
- Understanding of referral processes and referral options;
- Accurate computer and data entry skills;
- Ability to work as part of a team;
- Proven ability to understand and prioritise tasks;
- Initiative and enthusiastic approach to new challenges;
- Good knowledge of medical terminology and familiarity with the SCTT tool highly desirable.

Applications close: 12th February, 2010

A position description and key selection criteria can be obtained from Ms. Melinda Sammut by phoning (03) 5367 2000, visiting our website at www.djhs.com.au or emailing melindas@djhs.org.au. When applying please quote the job reference number **BM08/10**, address the key selection criteria; include a resume and the names of two professional referees.

Applicants may email or send their application to:

**Melinda Sammut, Human Resources Officer,
Djerriwarrh Health Services
PO Box 330, Bacchus Marsh, Victoria 3340.**

The successful applicant will be required to supply a current police records check

