



Patient Services Supervisor Part-time (30 hours per week)

Bethesda Health Care, a values-based organisation with an enviable reputation, located on the gorgeous banks of the Derbarl Yerrigan (Swan River), is offering an exciting opportunity for a Patient Services Supervisor to join the Patient Services team.

Reporting to the Patient Services Team Leader, you will have prior experience in a similar role where you have applied your excellent customer services focus and sound problem-solving skills, providing day to day support of a customer facing team. This is a hands-on role supporting the Team Leader in keeping the team motivated, engaged and on track to consistently deliver patient centric services.

Essential Criteria

- Knowledge of medical terminology, Health Fund requirements and billing processes
- Excellent customer service skills including professional, clear verbal and written communication skills
- Ability to problem solve and well-developed organisational skills, with an ability to prioritise work to meet deadlines
- Well-developed interpersonal skills and able to work effectively as part of a team
- Intermediate knowledge of computing software, including Microsoft Applications (Word and Excel) and data entry experience
- Currently hold or willing to obtain a National Police Clearance
- Full working rights in Australia

Desired Criteria

- Experience in a supervisory or senior role in Health Services, preferably a hospital
- Certificate II or III in Business or similar
- Experience of hospital based computerised patient management systems

Benefits

- Friendly and modern work environment
- Competitive salary sacrifice and flexible work arrangements
- Ongoing professional development
- Access to parking and close to public transport
- Discounted staff meals

For further information contact Trish Barret, Team Leader Patient Services on 9340 6362.

To apply please e-mail your Resume with a covering letter addressing the selection criteria and outlining your experience in relation to the position along with an application form that can be found on our web site to: tbarrett@bethesda.org.au by close Monday 17 May 2021.

To view the job description and learn more about the hospital, visit www.bethesda.org.au.

Please note that successful applicants will be contacted via phone or email. Unfortunately, due to the high volume of applications received for our current vacancies, we are unable to provide an individual acknowledgement or feedback about your application if you are not successful for short listing.

We reserve the right to close applications before the specified closing date.