



## **Patient Services Supervisor Part-time**

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

### **About the Role:**

Reporting to the Patient Services Team Leader, you will have experience in a similar role, applying excellent customer service and well-developed problem-solving skills and providing day-to-day support to a customer-facing team. It is a hands-on role supporting the Team Leader, focused on engaging the team and providing support to ensure we consistently deliver high-level 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
- Ability to provide a current national police clearance (no more than six months old)
- Evidence of your right to work in Australia

### **Desired Criteria:**

- Experience in a supervisory or senior role in a health service, preferably a hospital
- Certificate II or III in Business or similar
- Experience with hospital-based computerised patient management systems

### **Employee Benefits include:**

- Friendly, modern, and supportive working environment
- Competitive salary
- Salary packing options
- Access to subsidised parking and close to public transport
- Discounted staff meals

### **How to Apply:**

For further information, please get in touch with Trish Barrett, Team Leader Patient Services, on 9340 6362.

To apply, please email your resume with a covering letter outlining your experience in relation to the position and an application form that can be found on our website to [tbarrett@bethesda.org.au](mailto:tbarrett@bethesda.org.au) by Wednesday, 25 May 2022.

To view the job description and learn more about the hospital, you can visit [www.bethesda.org.au/career-opportunities/](http://www.bethesda.org.au/career-opportunities/).

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 successfully shortlisted.

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