



## **Administration Assistant**

(Fixed-Term – Part-Time)

The Metropolitan Palliative and Community Care Service (MPaCCS) has experienced significant growth and impact in the community since its establishment. Due to the current expansion of our service, we are seeking applications from experienced and highly motivated Palliative Care Administration Assistants/Clerks to join our professional team. This position is available on a fixed-term basis until **30 June 2024**.

Reporting to the Clinical Nurse Manager, you will have experience in a similar role, applying excellent customer service by providing receptionist and administrative support to an ambulatory team to ensure we consistently deliver a high-level service.

### **What you need**

- A commitment to working within a Values and behaviour based-organisation
- Current WA Driver's License
- Currently hold or willing to obtain a National Police Clearance [not more than six months old]
- Full working rights in Australia

### **How to Apply**

For further information, please contact Bernadette Nowak, Clinical Nurse manager, on (08) [9340 6703](tel:93406703).

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 [bnowak@bethesda.org.au](mailto:bnowak@bethesda.org.au) by COB Monday, 5 September 2022.

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