



Patient Services Clerk
Full-Time and Part-Time Opportunities

Join a Values-Driven Team at Bethesda Health Care

Bethesda Health Care, situated on the stunning banks of the Swan River, is a respected private hospital with a proud history of delivering exceptional care guided by our unwavering values. We are seeking an experienced and adaptable Patient Services Clerk to join our dynamic Patient Services Team.

About the Role

This is a pivotal frontline role where no two days are the same. You will be an integral part of our patient journey, providing professional, compassionate, and efficient administrative support. From pre-admission bookings to front desk reception, you will ensure every interaction reflects our commitment to excellence and care.

Key Details

- **Roster:** Monday to Sunday, flexible shifts between 6:00 am and 8:30 pm (including weekends as rostered, based on operational requirements)
- **Essential attributes:** Flexibility, reliability, and the ability to adapt to varying shift lengths and workloads

About You

We are looking for a highly organised and service-oriented professional who thrives in a fast-paced, patient-focused environment. You will bring:

- A demonstrated commitment to Bethesda Health Care's values
- Minimum two years of administrative experience, ideally in a hospital or healthcare setting
- A proven record of delivering exceptional customer service
- Excellent verbal communication and interpersonal skills
- Strong computer literacy and accurate data entry skills
- Sound organisational and problem-solving abilities, with a focus on following processes and procedures
- Experience with EPAS or similar electronic patient management systems (desirable)
- A current National Police Clearance and Working with Children Check

Why Join Us

- Competitive remuneration with salary packaging benefits of up to \$15,900
- A supportive, friendly, and modern work environment
- Subsidised staff meals and on-site parking or easy public transport access
- Be part of an organisation where your skills and contribution are genuinely valued

How to Apply

For further information, please contact Trish Barrett, Patient Services Team Leader on (08) 9340 6362.

To apply, please email your CV, a cover letter addressing the selection criteria, and a completed application form to tbarrett@bethesda.org.au.

- [Position Description](#)
- [Application Form](#)

Applications close: 5:00 pm, Monday 25 August 2025.

Please note: Only shortlisted applicants will be contacted. We thank all candidates for their interest in joining our team.

Pre-employment requirements

As part of the recruitment and onboarding process, the successful candidate will be required to meet Bethesda Health Care's fitness for work and hospital immunisation requirements. This includes undertaking any necessary medical assessments, providing a complete vaccination history, and being willing to receive additional vaccinations if required in accordance with hospital policy.