

Position Vacant

Receptionist, Wyanga Aboriginal Aged Care Program Inc.



Wyanga is a Not for Profit, Aboriginal Aged Care Program providing culturally appropriate care to Clients, allowing them to remain independent and living an engaged life in their own homes and in their community. We are looking for an enthusiastic Receptionist to provide first point of contact and customer service to our, staff, service users and guests. Experience is preferred.

Duties	
Main Duties: <ul style="list-style-type: none">• Being first point of contact for: Staff, Service Users & Visitors. Greeting them in person or on the telephone; answering or referring inquiries, offering tea/coffee.• Maintain Security by following procedures; intercom system for front door and monitoring visitors sign in / out visitor's book.• Keeping a safe and clean reception area by complying with WHS Regulations (work, health and safety)• Receive and distribute incoming / outgoing mail and collate documents for bulk mailing.• Keeping the reception area up to date with company brochures and flyers.• Receive / distribute documents as required.• Respond to all incoming calls and emails / relay any messages taken to appropriate staff member.• Make telephone calls and dispatch emails as required.• Maintain the complaints / maintenance registers.• Maintain the Personal Protective Equipment register and distribute PPE to Staff / Care Workers as requested.• Collect fortnightly timesheets / other documents from Care Worker Staff.• Maintain the Transport Diary and relay bookings to Transport Officer.• Maintain Staffs location on the movement board.• Collect information from Staff and the community to develop and distribute Wyanga's monthly Newsletter.• Plan and organise a daily routine / apply office procedures.• Know the roles and duties of other employees.• Assist other staff as required.• Contributing to team effort by accomplishing related results as needed.• Attend required training.• Work within accordance of Wyanga's Policies and Procedures.	
Selection Criteria	
Essential: <ul style="list-style-type: none">• Have a minimum of 2 years or more experience working as a receptionist.• Sound skills in Microsoft office programs / Minimal data entry.• Be well presented / punctual and have time management.• Have High motivation and be able to take initiatives.• To be able to build rapport easily.• Aboriginality	Desirable: <ul style="list-style-type: none">• Certificate in Business Administration.• First Aid / Manual Handling / Work Health and Safety.• Have an understanding of Aged Care and / or Home and Community Care.• Have knowledge of the local Metropolitan Areas.• Have experience working with an Aboriginal organisation.• Experience working with data base system – (Care Manager 3)• Report writing skills.

What we can offer you:

- A supportive team environment
- Salary Packaging Available
- Training and Development
- Based in Redfern, close to Train & Bus

Applications:

- To receive an application pack or for further information please contact HR on email Tamara@wyanga.org.au.
- Applications Open: **12 July, 2017** - Applications Close: **14 August, 2017**