

POSITION DESCRIPTION

Position Title	Receptionist
Reports to (Title)	Centre Manager
Executive Director	Chief of Mental Health and Cabrini Outreach
Department	Cabrini Asylum Seeker & Refugee Health Hub (the Hub)
Position Location	Brunswick
Award/Agreement	Salary & Conditions in accordance with Contract of Employment
Delegation of Authority Level	Nil

Position Summary & Role Purpose

As the first point of contact for patients, visitors, volunteers and pro bono health professionals, the receptionist is responsible for providing a warm and friendly welcome, attending to reception matters professionally and efficiently, and working cooperatively as a member of the team to ensure the smooth day to day running of the centre.

Key Result Areas

1. Key Responsibilities, Outcomes and Activities

1.1 Service provision

- Works with the Administrative Assistant to ensure and maintain quality systems and processes to support the efficient and effective operation of the Hub
- Supports the team with the daily opening procedures ensuring the Hub is ready to receive clients.
- Ensures all information technology systems, practice management software (Medical Director/PracSoft), computers, telephones and printers are operational.
- Greets and supports patients, visitors, volunteers and pro bono health professionals warmly and directs them appropriately
- Performs all general office and administration duties promptly and professionally (answering the phone, faxing, scanning).
- Registers new clients, creates an electronic medical record and checks clients in for their appointments.
- Uses an interpreter when required to communicate with clients.
- Assists Admin Assistant with Medicare billing, invoicing and reconciliation procedures
- Assists the Admin Assistant and Centre Manager to maintain relevant databases and spreadsheets
- Following each consultation, organises client follow-up requirements as directed by clinicians
- Liaises with relevant parties and partner agencies such as Cabrini Health, St Vincent's Hospital Melbourne (SVHM) diagnostic services and Medicare as required.
- Maintains patient privacy and confidentiality at all times.

1.2 Resource Management

- Supports the Admin Assistant and Centre Manager to orientate new employees, volunteers and pro bono health professionals to the Hub's physical layout, operating procedures and safety and security protocols.

- Assists with the training of new staff in the use of practice management software and IT equipment as requested.
- Manages resources responsibly and suggests improvements to ensure optimum use.

1.3 Collaboration and teamwork:

- Adheres to the Cabrini codes of professional conduct, code of ethics, standards of practice and competencies, Mission, Values and the Behaviours that Matter
- Contributes to a positive work environment that enhances partnership, teamwork, cooperation and a customer service orientation
- Responds to the need for flexible rostering
- Ensures good communication and effective relationships with all members of the Hub team, service partners and other related services

2. Work Health and Safety

Cabrini is committed to providing facilities and services which minimise the risk of physical and psychosocial harm to our workforce, patients, residents, clients and visitors, so far as is reasonably practicable.

To achieve this, managers are required to implement, in consultation with their employees, the components of Cabrini's work health and safety management systems (the collection of policies, procedures, guidelines, other related documents and resources) to control the hazards that their employees, and any other person exposed to the work they do, may face. The WHS management system enshrines a risk management approach to managing hazards. For any hazards not explicitly covered in the WHS management system, managers are required to assess and control hazards as outlined in the WHS Risk Management Procedure.

Employees are responsible to work in a way that protects their own health and safety and that of others who may be affected by their actions. This includes following the policies and procedures from the WHS management system that apply to their work, any local processes and instructions from their manager regarding how work is to be performed. Employees are responsible to report hazards, incidents and injuries to their manager.

The Cabrini WHS Department facilitate the ongoing development and review of the WHS management system, build the capability of managers to assess and manage wellbeing, hazards, incidents and injuries and provide advice and support in the management of these areas.

The Cabrini Work Health and Safety Responsibilities Procedure defines the responsibilities of employees at all levels of the organisation – Chief Executive; Group Directors; General Managers; Managers; those with specified work health and safety responsibilities; and all other employees. Please refer to the procedure for more details of the responsibilities associated with your role.

3. Safety and Quality

It is the responsibility of all staff at Cabrini to ensure that they provide safe high quality care to our patients, residents and service users. Safe care means accepting individual and shared responsibility as well as compliance with the Cabrini policies and protocols by all staff.

4. Child Safety

Cabrini complies with the Victorian Child Safe Standards 2015 and the National Catholic Safeguarding Standards. All children who come to Cabrini have a right to feel and be safe. Cabrini policies and practices aim to keep children safe from harm. All Cabrini staff must comply with all policies including the following:

- Child safe organisational framework
- Mandatory reporting of suspected child abuse
- Working with children check

Organisational Relationships

The Receptionist:

- Reports directly to the Centre Manager, but day to day role is directed by the Administrative Assistant
- Maintains a close collaborative working relationship with employed and pro bono medical, allied health and nursing staff as well as with other support staff and volunteers

Committee Membership

The Receptionist will participate in the following meetings:

- Staff meetings.
- Supervision and de-briefing when required
- Other meetings as requested by the Centre Manager.

Staff Development

The Receptionist will demonstrate a commitment to lifelong learning and personal and professional development by:

- Participating in professional development programs.
- Maintaining own skills and knowledge.
- Displaying self-awareness and insight into their own and others behaviours.
- Participating in performance reviews in accordance with Cabrini policy.

Key Competencies

The Receptionist must demonstrate the following requirements:

Qualifications

No formal qualifications are required for this position although secretarial and/or administration qualifications will be considered favourably.

Knowledge/Skills

- Demonstrated experience in reception role and /or medical practice reception work
- Experience or training in office practice environment including paperless office, file management and patient record security.
- Understanding of relevant software systems including the Microsoft range of applications and medical records and appointment booking systems (eg. Medical Director/PracSoft).
- Excellent time management and organisational skills.
- Excellent interpersonal and communication skills.
- Experience with the special demands of a multicultural workplace, including use of interpreters.

Personal Values

- Personal alignment with Cabrini's Mission and Values.
- Warm, friendly and positive nature.
- Commitment to the plight of asylum seekers and refugees in Australia.

Conditions of Employment

Salary and conditions in accordance with the Cabrini Contract of Employment / Employment Agreement

Our mission

WHO WE ARE

We are a Catholic healthcare service inspired by the spirit and vision of Mother Cabrini and the Missionary Sisters of the Sacred Heart of Jesus.

WHAT WE BELIEVE

We are a community of care, reaching out with compassion, integrity, courage and respect to all we serve.

WHAT WE DO

We provide excellence in all of our services and work to identify and meet unmet need.

Our values

Our values form the base of our mission, are built around what we believe and drive how we act. They are drawn from Mother Cabrini's life and reflect her heart, her spirit, her conviction and her approach.

Compassion

Our drive to care is not just a professional duty to provide excellent quality care but is born of a heartfelt compassion for those in need, motivated by God's love for all people.

- We care deeply about each and every person we serve
- We respond willingly and positively to help meet the needs of those around us
- We put people first as we look to provide extra support and care, beyond our professional duties
- We promote a sense of belonging and community.

Integrity

We believe in the power of hope to transform people's lives and remain faithful to the bold healing mission and legacy of Mother Cabrini.

- We remain true to our beliefs at all times – our mission and values are non-negotiable
- We are welcoming, hospitable and find comfort and motivation in the context of God's all-inclusive love
- We look for the good in each other and recognise each person's contribution as we work together to provide the best possible experience for our patients, residents and their families
- We are honest and reliable, making decisions that are consistent with our mission and taking responsibility for our own actions.

Courage

We have the strength, determination, vision and conviction to continue the work of Mother Cabrini and the Missionary Sisters.

- We care for the whole person – spiritually, physically and emotionally – creating an environment of hope and healing
- We rise up to challenges and opportunities, meeting them with an open mind and a positive attitude
- We maintain the courage of our convictions and express our values through our actions
- We continually look beyond our current services to help support and engage with those who are marginalised.

Respect

We believe that every person is worthy of the utmost respect and the best possible healthcare. We know that our resources are entrusted to us to use for the benefit of others.

- We uphold the worth and dignity of all people, regardless of gender, race, age, ability and social position and treat them with courtesy, respect, equality and justice
- We respect ourselves, our colleagues and the excellence of the services we deliver
- We identify and respond to emerging healthcare needs in our community
- We manage our resources wisely and actively seek to minimise our impact on the environment.

Behaviours that matter

Our values are displayed in the way in which we behave in every interaction – with each other, with our patients and residents, with their families and carers, and with visitors and other customers.

The behaviours that matter have been identified through consultation with staff. They are the minimum standard expected for all who work at Cabrini (employees, volunteers and accredited staff). They describe the organisational culture that we think is fundamental to our mission to “provide excellence in all of our services”.

Unacceptable behaviours have also been identified and described as follows. These behaviours are inconsistent with our values, have a detrimental effect on others and prevent us from achieving our mission and quality goals. If you experience or witness these behaviours, please speak up. If you are unable to address the issue yourself, advise your manager, another senior member of staff or People and Culture.

We are committed to safety and quality:

Behaviours that matter	Unacceptable behaviours
We put patient/resident safety first	We are careless, impulsive or take unnecessary risks that may cause harm to patients/residents
We ask questions to understand the problem	We jump to conclusions and look for someone to blame
We admit when we make a mistake and seek a solution	We try to cover up or make excuses for mistakes
We look for opportunities to improve our care and services	We resist or sabotage change
We speak up when we see behaviour that is inconsistent with our values	We encourage or participate in poor behaviour

We are here to provide service:

Behaviours that matter	Unacceptable behaviours
We greet everyone warmly	We are rude or discourteous
We are always kind and caring	We are arrogant or demeaning
We give our full attention to the person speaking to us	We are distracted, impatient or dismissive
We communicate openly, sensitively and in a timely manner	We are dominating, abrupt or sarcastic

We work together to achieve the best outcome:

Behaviours that matter	Unacceptable behaviours
We are quick to offer help without waiting to be asked	We refuse to help even when it is clearly required
We share information readily to promote the best care and services	We withhold information or are competitive to the detriment of others
We do as we say we will	We are unreliable or inconsistent
We encourage and support each other	We berate or humiliate others
We give praise for a job well done	We are excessively critical or devalue the contributions of others

We exhibit a positive attitude:

Behaviours that matter	Unacceptable behaviours
We approach our day with energy and enthusiasm	We are negative or apathetic
We look for the best in people	We are judgemental and put others down
We take pride in our personal appearance	We look dishevelled, dirty or have offensive personal odour

We want to build a just and sustainable community:

Behaviours that matter	Unacceptable behaviours
We treat each other fairly	We are hostile or abuse our power
We use our resources responsibly	We are wasteful or extravagant
We consider the environmental impact of all we do	We are thoughtless or careless

APPROVAL

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this role. This document may be revised or updated at any time in line with role, and/or organisational changes. Any such changes will be communicated with the appointed person.

I certify that this position description is an accurate description of the responsibilities assigned to the role

Approved: 
Group Director, People & Culture

22/07/21
Date

Authorised: 
Chief of Mental Health and Cabrini Outreach

22/07/21
Date