

## POSITION DESCRIPTION

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|--------------------------------------|---|
| <b>Position Title</b>                | <b>Ambulatory Services Administration Assistant</b>                         |
| <b>Reports to (Title)</b>            | <b>Ambulatory Services Administration Team Leader</b>                       |
| <b>Group Director/ Chief</b>         | <b>Chief of Allied Health and Ambulatory Services</b>                       |
| <b>Department</b>                    | <b>Ambulatory Services</b>  |
| <b>Position Location</b>             | <b>Cabrini Elsternwick, Cabrini Malvern, Exercise &amp; Wellness Centre</b> |
| <b>Award/Agreement</b>               | <b>Salary &amp; Conditions in accordance with Contract of Employment</b>    |
| <b>Delegation of Authority Level</b> |   |

### Position Summary & Role Purpose

The Ambulatory Services Administration Assistant is responsible for performing administrative, clerical, and receptionist duties as required for the Ambulatory Services (Outpatients and the at Home services), within the framework of the Cabrini Mission, Values, Vision and the Behaviours that Matter.

### Key Result Areas

#### 1. Key Responsibilities, Outcomes and Activities

##### 1.1 Leadership and management

- Autonomously performs reception duties, offering hospitality and efficient services to all patients, visitors, and clinical staff.
- Develops and maintains a good knowledge of Cabrini ambulatory services and staff.
- Demonstrates excellent customer service skills.
- Investigates patient-related queries utilising all resources available to ensure appropriate and efficient action is taken.
- Escalates complex referrals and queries for clinical review or to the relevant service manager.
- Supports effective conflict resolution.
- Acknowledges the need for flexibility and teamwork, and performs other duties within skill and capabilities, as requested.
- Works collaboratively with multi-disciplinary teams.
- Willing to work across sites to manage service requirements.

##### 1.2 Operational Responsibilities

- Utilises confident, calm communication techniques to undertake reception duties.
- Greets, welcomes, and directs clients in a courteous manner.
- Answers telephones promptly, responds to enquiries, and ensures accurate recording and delivery of messages.
- Attends to patient requests politely and professionally, referring to the appropriate person if unable to assist.
- Provides relevant service information to patients and, where appropriate escalate to Access Unit or manager.
- Obtains and records informed financial consent.

- Admits and discharges outpatients in line with our health fund requirements.
- Maintains outpatient appointment bookings and schedules for Allied Health, Nursing and Consultants, including rescheduling clinics due to sick leave, and booking follow-up appointments.
- Manages SMS appointment reminders for patients.
- Generates invoices/receipt of payment with HICAPS and Medicare and maintains chronic disease management plans.
- Maintains group packages and provide receipts when applicable.
- Develops and maintains a good knowledge of Cabrini ambulatory services and staff
- Identifies and manage any packages/parcels arriving in the area as soon as possible and redirect if necessary.
- Monitors patient attendances, bookings and cancellations, admissions and discharges.
- Manages billing on allocated patient administrative system as delegated by manager.
- Completes accurate and timely data entry associated with the functions of the team.
- Ensures timely reporting of any issues relating to data quality to the manager.
- Completes accurate and timely word processing as required, including, but not limited to: preparation of client related documentation, letters, audiotyping, meeting minutes.
- Promptly orders, files, and returns medical records as required.
- Scans and uploads relevant documents /patient records into electronic medical record system.
- Responds appropriately in 'emergency' situations ensuring correct personnel are contacted as delegated.
- Maintains confidentiality and respects sensitive information, adhering to Australian Privacy Principles 2014 and Cabrini Privacy Policy.

### **1.3 Teamwork**

- Contributes to the development of a team environment which promotes partnership and co-operation.
- Conducts work with a customer focus.
- Attends and participates in office staff meetings.
- Assists in the development and implementation of new policies and procedures
- Demonstrates a commitment to and participates in continual service and quality improvement activities and training.
- Assists in the orientation of new staff.
- Assists and supports team when short-staffed, which may require moving to a different ambulatory service/site at short notice.
- Flexibility to take on tasks as requested by team leader or manager.

### **1.4 Resource Management**

- Uses resources efficiently and effectively, both human and material and reports any problems in this area to the manager.
- Liaises with the manager when ordering stationery and supplies.
- Reports any faulty equipment to the manager.
- Attends work in accordance with the roster.
- Adherence to the Cabrini codes of professional conduct, code of ethics, standards of practice and competencies, Mission, Values and Vision, and the Behaviours that Matter.

### **1.5 Contributes to the achievement of professional expertise for self and direct reports through:**

- Developing an understanding of Ambulatory services and health fund requirements.

- Maintenance of ongoing personal professional development / continuing education.
- Personal application of the Cabrini performance management framework.
- Identifying, encouraging, and monitoring the continuing development of others within a learning culture.

## **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, as updated in 2022. 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 as amended from time to time including the following:

- Child safe organisational framework
- Child safety code of conduct
- Child safety reporting policy and procedure

### Organisational Relationships

- Reports directly to the Administration Team Leader
- Maintains a close collaborative working relationship with
  - Program Director of Outpatients and Program Director of 'at Home' services
  - Manager of Outpatients
  - Access team
  - Senior clinical staff within Outpatients and at Home services
  - Other administration staff

### Committee Membership

**The Ambulatory Services Administration Assistant will participate as a member of the following committees:**

- Relevant external committees as a representative of Cabrini
- As directed by the Manager

### Staff Development

**The Ambulatory Services Administration Assistant will demonstrate a commitment to personal and professional development of self and staff by:**

- Participating in professional development programs
- Maintaining own skills and knowledge
- Remaining up to date with contemporary human resources practices
- Contributing to the Cabrini professional development program as required
- Participating in performance reviews in accordance with Cabrini policy

### Key Competencies

**The Ambulatory Services Administration Assistant must demonstrate the following requirements:**

#### **ESSENTIAL**

##### **Educational/Vocational**

- N/A

##### **Registration**

- N/A

##### **Experience**

- Demonstrated ability as an effective team member with excellent communication skills, focused on providing good customer service.
- Demonstrates strong organisational skills, ability to work autonomously and problem solve
- Experience in effective clerical duties, including word processing, database management, filing and document preparation.
- Demonstrates respect for confidentiality of all correspondence and administrative matters.

##### **Knowledge**

- Ability to learn different Cabrini systems including PAS

#### **DESIRABLE**

- Experience with HiCaps
- Experience working in a hospital or healthcare related practice
- Knowledge of Medical Terminology

## Conditions of Employment

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

## Cabrini Mission, Values and Behaviours that Matter

### 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:**

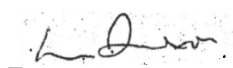
| Behaviours that matter                            | Unacceptable behaviours           |
|---|-----------------------------------|
| We treat each other fairly                        | We are hostile or abuse our power |
| We use our resources responsibly                  | We are wasteful or extravagant    |
| 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**

**Authorised:**



Katie Dixon, Acting Director of Allied Health and Outpatients

**13/01/2025**

**Date**