

TMS Support Coordinator (PART-TIME)

Pioneer Health Albany is currently seeking a dynamic and organised individual to join our team as a part-time TMS Support Coordinator.

ABOUT OUR TMS SERVICE:

TMS (Transcranial Magnetic Stimulation) is a safe, effective and non-invasive therapy for depression, as well as several other psychiatric and neurological conditions. Pioneer Health introduced the TMS service to our practice in 2021 and the service continues to grow. For further information on the TMS service please visit <https://pioneerhealthtms.com.au/>

POSITION OVERVIEW:

As our TMS Support Coordinator, you will play a crucial role in managing the administrative aspects of our Transcranial Magnetic Stimulation (TMS) service. This part-time position offers flexibility, with approximately 20 hours per week, and presents an opportunity for growth within our organisation. The position works closely with the TMS team, including our clinical supervisor and TMS nurse lead. This group works closely with patients to provide the best possible care.

The current TMS Coordinator will provide an extensive handover and will be able to work side by side with you providing a solid foundation in the role. Therefore, no prior knowledge about this specific service is required.

RESPONSIBILITIES:

- Respond to patient inquiries and provide timely and accurate information about our TMS services.
- Coordinate enrolment procedures and treatment programs for patients undergoing TMS therapy.
- Assist the clinical team by determining patient eligibility, recording and analysing results and collating data from patient assessment tools.
- Facilitate and coordinate monthly visits from our partnering Psychiatrist (Neuralia TMS) and manage other communications between Pioneer Health and Neuralia as required.
- Promote our TMS services to the community through various channels.
- Provide administrative support to the clinical team, including attending regular team meetings.
- Prepare meeting agendas and minutes, ensuring comprehensive documentation of discussions and action items.
- Action administrative items as required by the clinical team to ensure smooth operations.

BENEFITS:

Flexible working hours (approx 20 hours per week) with potential for growth.	Extensive handover period from current TMS Coordinator.
	Competitive compensation package.
Opportunity to contribute to the growth and success of our TMS service.	Supportive and collaborative work environment.

REQUIREMENTS:

- Well-organised with strong attention to detail.
- Excellent communication and collaboration skills.
- Eagerness to learn and adapt to new challenges.
- Ability to work independently and as part of a team.
- Previous experience in healthcare administration or a similar role is an advantage.

HOW TO APPLY

Please submit your resume and a cover letter outlining your relevant experience and why you are interested in this role to:

tanya.staude@pioneerhealth.com.au

Please include in the subject line:

TMS Coordinator Application

Applications close:

5pm Friday 23rd February 2024.

This role is a permanent part-time position.

The contract is approximately 20 hours per week (with a potential to increase).

If you have any queries in regards to the position, please call Jeni Anning on 9842 2822.