

## APPLICATION PACKAGE

Pioneer Health Albany is a large medical practice, with over 25 GPs and 15 FTE admin and nursing team members. The practice is owned by Dr David Tadj and Dr James Turner, with Jeni Anning as the General Manager. The practice has a strong culture and prides itself on being inclusive, welcoming, supportive and fun!

The position available to our gap year student provides an incredible learning opportunity that will be busy, well supported and provide a high level of fulfillment as we work together to care for our patients' health care needs.

The Gap Year position at Pioneer Health Albany is an opportunity for a Year 12 Graduate to work for up to 13 months before commencing further studies.

As we continue to grow and offer more services, we find that our team members just do not have enough arms and/or hours in the day to get all our jobs done each day...and that's where you come in!

As well as providing assistance to the admin and nursing teams, this position involves providing support at our Drive-Through Respiratory Clinic which operates most weekdays.

Previous customer service experience is desirable but not essential.

### HOW TO APPLY

Your application must contain a cover letter and a resume.

Applications are to be sent to Tanya Staude by email on:

tanya.staude@pioneerhealth.com.au  
with the subject: Gap Year Application.

**Applications close 4pm Friday 4th October 2024.**

This role is for 12 months and the date of **commencement will be early in December 2024**, ending in late in 2025 on a date to be agreed.

The contract will be between 30-38 hours per week, with additional relief and holiday cover as required and agreed.

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

### POSITION SUMMARY:

The Gap Year position supports the management and administrative teams by fulfilling a range of tasks as required by the team and described under Key Responsibilities. No previous experience is required.

### KEY RESPONSIBILITIES:

- Greeting and checking in patients as they arrive at the practice
- Providing assistance at our Drive-Through Respiratory Clinic
- Sorting, registering and distributing of incoming mail
- Scanning and electronic filing of medical records
- Maintaining the staff kitchen (including the coffee machine) and the staff meeting/lunch room
- Scanning and electronic filing
- Restocking of GP rooms
- Stock management across the practice
- Running errands in town
- Supporting GP, nursing and administrative teams as required

### KEY OUTCOMES:

- All tasks are completed accurately and on time
- Exceptional levels of customer service are achieved
- Working well with the practice team

### QUALIFICATIONS AND COMPETENCIES:

- All tasks are completed accurately and on time
- Exceptional levels of customer service are achieved
- Working well with the practice team

### PIONEER HEALTH ALBANY VALUES

The values of Pioneer Health Albany guide our work each and every day:

- Act with integrity
- Be fair
- Have fun
- Be socially responsible