

Position Description

Position Title	Administration Coordinator
Position Number	30011974
Division	Community and Continuing Care
Department	Aged Care Assessment Services
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative Grade 2 L1 – L5
Classification Code	HS2-HS21
Reports to	Manager - Aged Care Assessment Services
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none"> • National Police Record Check • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

This role is designed to provide high quality administrative and consumer service support to Aged Care Assessment Services and to contribute to the effective and efficient operation of services through active participation as a member of the Administration team. In addition, this position also provides reception support to Community Allied Health and Single Assessment Services. The position is based in Bendigo and supports the Office.

Responsibilities and Accountabilities

Key Responsibilities

Under the direction of the ACAS Office Manager, the Administration Coordinator will:

- Support the Office Manager to develop and implement efficient and effective office management processes, e.g. KRONOS, data management.
- Address scheduling changes, client requests, staff leave and unexpected changes in a timely and effective manner, finding solutions that balance the care recipient's needs and available resources.
- Utilise scheduling software and other technological tools to facilitate efficient scheduling and record keeping.
- Ensure scheduling meets the minimum contracted hours for each staff member.
- Handle inquiries related to scheduling and service delivery.
- Support IT platform upgrades and day to day issues if they present.
- Effective and timely communication with stakeholders, both internal and external to the organisation.
- Assist the Office Manager with the selection and recruitment of personnel.
- Assist with preparing Agendas and taking Minutes for the ACAS team (as required).
- Prepare reports as required.
- Ordering and management of stock, using programs such as Oracle.
- Covering the Office Management role in their absence (as required).
- Create new registrations, admissions and discharges in the Patient Administration System and Electronic Patient Record in accordance with relevant Bendigo Health policies and procedures.
- Support staff development and training of both new and existing staff as required.
- Other administration duties as directed

Key Selection Criteria

Essential

1. Highly developed communication and interpersonal skills, both written and verbal, including the ability to communicate with people from diverse backgrounds.
2. Advanced level computer/keyboard skills using Microsoft Word, Excel, PowerPoint and data bases.
3. Demonstrated telephone, reception and office administration skills and experience.

4. Ability to prioritise work effectively and meet required deadlines and schedules with minimal supervision.
5. Ability to work as an effective part of a team and willing to assist in the department to improve the productivity of the team.
6. Excellent organisational skills with the ability to improve and maintain office systems and processes.

Desirable

7. Certificate IV in Health Administration
8. Post-secondary qualifications in Office Administration
9. Experience in RCP, My Aged Care Portal and Oracle

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.