



## **Winnunga Nimmityjah Aboriginal Health & Community Services.**

Winnunga Nimmityjah Aboriginal Health & Community Services is a community-controlled health service providing holistic health care to the Aboriginal and Torres Strait Islander communities of the ACT and surrounding areas. The Service manages various programs and employs more than 80 staff. Employees enjoy attractive remuneration, salary sacrificing, support of continuing professional education, and satisfying work in a proven multidisciplinary team environment.

### **Medical Receptionist**

We are seeking a reliable full time experienced, efficient, Medical Receptionists to work in our busy medical service located at Narrabundah. The successful applicants would need to have excellent customer service skills, demonstrate a high level of organisational skills, excellent written and verbal communication skills, previous experience in handling patient enquiries, appointments and managing incoming calls desirable, computer skills for data entry and e-mail communication. The successful applicants will have a prior experience as a Medical Receptionist and will be from Indigenous background.

***Aboriginality is a genuine qualification for the above position and is authorized under section 42 of the Discrimination Act 1991 (ACT) and S8 of the Racial Discrimination Act 1975 (Cth).***

A copy of the position description and selection criteria may be obtained by calling **Apurba Sharma** on **02 62846222 Extn: 193** or email to [hr@winnunga.org.au](mailto:hr@winnunga.org.au) Applications should be addressed and mailed to **Julie Tongs**, CEO, Winnunga Nimmityjah Aboriginal Health Service 63 Boolimba Cres Narrabundah ACT 2604 or by email to [hr@winnunga.org.au](mailto:hr@winnunga.org.au)

### **WORKING WITH VULNERABLE PEOPLE CHECK (WWVPC)**

**All people employed at Winnunga are required to provide their WWVPC registration, or to carry out a WWVPC pursuant to the *Working With Vulnerable People (Background Checking) Act 2011 (ACT)*.**

*Winnunga is committed to providing a safe environment to all staff, clients and visitors. As a result Winnunga has a mandatory COVID-19 vaccination policy for all staff. Evidence of vaccination will be required to be provided during the recruitment process and applicants are to be fully vaccinated prior to the start of their employment.*