

Position Titles:	Visitor Screening Officer
Job Type:	Casual
Region:	Bundaberg, Queensland
Facility:	Mater Private Hospital Bundaberg
Closing Date:	Open until filled
Salary:	Level 1 Administration & Support Casual base hourly rate range of \$29.28 to \$32.46 <i>MH&ACCQL – Administration and Support – Enterprise Agreement 2015 - 2016</i> Stated hourly rate is exclusive of superannuation and penalties. Applicable rate is commensurate with experience.

Enquiries Contact:	Recruitment
Email:	Employment-CQ@mater.org.au

About the role

This is a customer service focussed position that will support the Mater Private Hospital Bundaberg in adhering to the Queensland restrictions in relation to unvaccinated people seeking to enter/visit the Hospital. More information regarding these restrictions can be reviewed here: <https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/queensland-restrictions-80-percent-vaccination>

There are multiple **casual** positions available to suitable candidates.

What you'll be doing

Visitor Screening Officer's responsibilities include, but are not limited to:

- Greet all persons entering the Hospital through the main foyer (excluding staff, pre-screened contractors and other non-employed medical personnel), take and record temperatures, ask applicable screening questions and check-in via the QR-Code;
- Encourage the use of hand hygiene station upon entry to the Hospital;
- Maintain screening data into the provided tablet;
- Advise persons of current restrictions, applicable visiting hours of the Hospital and ensure adherence to same;
- Maintain safe work practices for preservation of own wellbeing; and
- Undertaking other general administration duties as required.

About you

Your experience in a customer service focussed role will set you apart from other candidates. Particularly if you have the following attributes:

- Demonstrated ability to deal and de-escalate conflict matters;
- Excellent, non-confrontational communication skills and manner
- Ability to work as a member of a multi-disciplinary team that understands that task completion impacts team deadline success;
- Being able to manage your time effectively to meet deadlines and recognise priority tasks;
- Be proactive and involved to ensure positive outcomes and foster a sense of engagement with visitors to the Hospital;
- Digital and computer proficiency;
- A commitment to adhering to the Mater immunisation requirements, which includes being fully vaccinated against COVID-19 and providing appropriate evidence as prescribed by [Services Australia](#) prior to commencement;
- Be an Australian Citizen, Australian Permanent Resident or have a working Visa with no restrictions to be eligible to apply.
- Open to supporting the Administration team by undertaking any assigned task/job as required within your scope of expertise and classification level.
- Capacity to participate in a roster that spans over 7 days of the week within a 7am to 5pm timeframe. Shifts are typically represented as:
 - 7am to midday; and
 - 12pm to 5.00pm.

These shifts times may be subject to change depending on operational need. Additional shifts concluding at 8pm to cover entry to the ward may also be a rostering feature.

Interested?

To apply: go to <https://www.seek.com.au/job/55266117>

*****All applications must be submitted via SEEK and not directly to an internal source*****

Be sure to submit your application as soon as possible **as there is no nominated closing date**. Mater Bundaberg is keen to fill these positions as soon as possible, therefore selection processes will be undertaken while the campaign is open with the view that it will be closed as soon as a suitable candidates have been sourced.

*****Mater will not accept CVs or introductions from Agencies except on invitation. Any unsolicited introductions will not be considered as valid for the duration of this campaign*****