

Part Time Allied Health Receptionist – Port Macquarie

Hastings Macleay Speech Pathology is looking for a friendly and enthusiastic part-time receptionist for our busy private speech pathology practice located on Lake Road, the health hub of Port Macquarie.

We are an established clinic delivering services to Paediatrics, Adults, Aged Care Facilities and Hospitals.

We are looking for a Part time Receptionist to join our team. Initially, in 2023 we would ask for 8 hours per week on a Tuesday. In 2024, we would be looking for someone to join us 2x days per week.

Key Duties Include (but not limited to):

- Preparation of clinical resources
- Scanning of referrals and other patient documentation
- Intake of clients/new patient enquiries
- Phone enquiries
- Actively perform front desk and reception duties
- Administrative support for clinicians
- Management of clinician diaries
- Scheduling of client appointments
- Receive patient arrivals at reception in a warm and caring manner
- Stock maintenance
- Taking payments, issue of receipts/invoices as required

Skills and Experience:

- Advanced customer service, interpersonal and communication skills
- Have a pleasant and calm manner when communicating with patients
- Previous experience working in an allied health/medical clinic is preferable, though not essential
- Attention to detail
- Able to work autonomously
- Experience with practice management systems/software is desirable

- Willing to learn new systems
- Basic knowledge of the National Disability Insurance Scheme is desirable
- Knowledge of the Microsoft Office Suite (including One Drive, Outlook)

Benefits:

- Work in a modern, bright, and spacious practice
- Become a part of our family. Our team is like a small family unit, treating each other with support and respect
- Positive team culture and environment with regular meetings, social events, and team activities
- Work in a central location close to town
- Flexible hours

Please send your CV and a brief cover letter (no more than a page) to reception@hmspeech.com.au outlining how you meet the skills and experience required for the role.

For further information, please phone 0484142433 or email reception@hmspeech.com.au

Only shortlisted applicants will be contacted. Thank you. We cannot wait to hear from you.