

Why work in SALHN?

Information Sheet

This Information Sheet provides information about working in the Outpatient Support Services.

Our mission

To build a thriving community by consistently delivering reliable and respectful health care for, and with, all members of our community.

The Work

You will be an integral part of the Outpatient Admin team providing a confidential, efficient and comprehensive customer-orientated frontline administrative support to the SALHN Outpatients Clinics.

The Environment

You will be working within a collaborative, positive and supportive team environment. A team that strives to add value to the organisation by working closely with clinicians to deliver client focused outpatient services to the community of Southern Adelaide. You will thrive in a dynamic, fast-paced environment requiring you to be adaptable and agile to respond to operational changes.

The Team

The team consists of a Nursing Director, Nursing Managers, Senior Admin Managers and Admin Team Leaders. There are currently clinics physically located at Flinders Medical Centre, Noarlunga, Marion GP Plus and Noarlunga GP Plus Super Clinic providing over ten thousand appointments per week. Regular staff meetings are held for information flow and to provide the opportunity to ask questions, provide suggestions or feedback to assist us in providing a high-quality outpatient service.

Profession Development

The Managers work with individuals in their team through the Performance Review and Development (PRD) process to support and develop individuals. We support continued training, development and up-skilling of our employees. This also allows for career progression within the teams.

You will be provided with support, regular supervision and six-monthly PR&D.

Flexibility

We support flexible work arrangements to help employees manage their work-life balance at all stages of their lives.

The Perks

As an employee of SALHN you can salary package a range of benefits. Salary packaging allows you to pay for certain expenses with pre-tax dollars, you could pay less tax – and end up with more spending money. Visit the [Maxxia website](#) to watch a short video about what SA Government- Health salary packaging is.

The community

Making a difference to the community of southern Adelaide.

How to join the team

Filling of vacancies temporary and permanent working full-time and part-time will occur via the advertised Pool and may also be individually advertised and will be in accordance with merit-based selection principles. Employees both current and future are encouraged to apply to the Pool.

For further information contact:

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