

SALHN Hotel Services

Patient Services Assistant Candidate Pool 2024 Applicant FAQ's

The Patient Services Assistant (PSA) Candidate Pool has been designed to allow applicants to register their interest in work at The Southern Adelaide Local Health Network (SALHN)

Below are some of the applicant's frequently asked questions.

How do I apply to the SALHN Patient Services Assistant Candidate Pool?

To lodge an application, complete an online Application Form which can be found at www.iworkfor.sa.gov.au or www.sahealth.sa.gov.au/careers

Searching **Job Reference No: 856706**

What will I need when applying?

- A current resume to assist in populating the application.
- A cover letter addressing essential requirements of the role.
- Contact details of three referees (email, telephone, and position title)
- Visa/passport details (if you are not a permanent Australian Resident/Citizen)

A National Police Clearance is not a mandatory requirement at the time of application

What happens after I've applied?

Applications are received on a continuing basis throughout 2024. Your application will be considered up to the 28th of February 2025 and you may be contacted at any time to undertake a pre-screening questionnaire to determine suitability for the role.

If you are shortlisted, you will be invited to an in person formal interview with the SALHN Hotel Services management panel to discuss your application. Invitations are sent electronically using the interview automated booking system.

If your circumstances change and you no longer wish to be considered for this candidate pool, please withdraw your application online.

What happens after my interview?

You will be contacted to advise the outcome of your interview.

If you are successful, we will then begin reference checks and collecting compliance documentation ready for onboarding.

This role will require you to provide a National Police Clearance that has been obtained within the last 12 months. We encourage that you do not obtain a police clearance until after you have been offered a position to avoid any unnecessary expenses.

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Do I need to undergo any pre-employment medical checks?

It is necessary for all staff working at the Noarlunga Hospital to undertake a Hearing Assessment.

The immunisation requirements for this role are determined to be Category A. You will undergo an Immunisation Compliance assessment in line with the SA Health's [Addressing vaccine preventable disease: Occupational assessment, screening and vaccination policy](#)

What to expect from the role?

This is an indirect patient care role which means whilst you won't be providing direct care to patients, your role will require to interact with patients from time to time. The main duties performed are keeping our health sites clean & hygienic in line with infection control measures, removing waste, the upkeep of equipment and the preparation, catering and serving meals to patients and patient transport.

For more information on lodging your application please click [here!](#)