

Job Description

The position is suited for an experienced, confident and energetic Practice Nurse, with exceptional skill & knowledge of nursing, to manage our treatment room, as well as assist with reception duties. The person needs to be very well presented, with excellent communication skills. Ideally you will be of the personality type that is able to work with a diverse range of people and health professionals, where passion for caring comes first.. You will be supported by a high performing team to ensure the best possible care standards to patients.

Duties and Responsibilities

- Managing our treatment room
- Assist doctors with minor procedures
- Taking Observations
- Immunisation
- Wounds management
- Maintaining a clean treatment room
- Stock orders and maintenance
- Assisting with administration and reception duties when required
- Pre-operative and post-operative checks on patients
- General office administrative tasks such as scanning and faxing
- Maintaining a clean and professional area
- Tidy and restock consultation rooms after each specialists

Skills and Experience

- You must hold relevant accreditation (AHPRA registration essential)
- CPR certificate
- You must have experience with vaccinations/injections
- Previous medical centres experience is essential
- Medical Director Software experience is essential
- Advanced Microsoft Office knowledge (Word, Excel, Outlook) is required
- Excellent communication skills
- Outstanding customer service and phone manners
- Ability to work and integrate quickly into a team
- Attention to details
- Ability to multi task and work under pressure
- Initiative to problem solve
- Ability to assist people of Non-English Speaking background
- Punctual
- Enthusiastic, honest and reliable

Our Location

This fully Accredited Practice is in a great location in a busy shopping precinct in Ascot Vale, next door to a 24hr pharmacy & Pathology.

Job Type: Contract