

## Service Coordinator Home Care Package Program Permanent Full Time Position

Job Reference No: VAC0541

- **Work to improve the health and wellbeing of the community**
- **Great conditions such as salary packaging, ADO**
- **Great locations across from the South Melbourne & Prahran Markets**

The Service Coordinator will provide general administration support to the Home Care Team.

Responsibilities will also be for the provision of quality administrative support and exceptional customer service for Star Health's Home Care Packages, and Brokered services and maintain a consumer-centred/customer-oriented approach to consumers and service delivery.

### YOU WILL HAVE

- Experience in administration
- Experience in Community Services, Health Care, Aged Care or similar industry
- High level of initiative, flexibility and strong time management skills
- Exceptional communication and relationship building skills

### REQUIREMENTS OF THE ROLE

- Entering client details and client budgets into the Client Management System
- Invoice reconciliation
- Liaising with Finance on payment of invoices
- Reconciling of Medicare Claims
- Generating and distributing monthly Client Statements
- Answering phones and managing emails

### Who We Are

Star Health works in partnership with people and communities to promote and improve equity, health and wellbeing by delivering innovative client-directed services that consider the context of the individual and the community, and championing prevention and change to address the structural reasons for health inequity.

Applicants **must address the key selection criteria within the covering letter** and complete our application form directly via our website <http://www.starhealth.org.au/careers/current-vacancies/>

**For further information about the role, please contact** Mary Cigognini on 03 9525 1300 or email: [mcigognini@starhealth.org.au](mailto:mcigognini@starhealth.org.au)

**Closing Date: Monday 28 January, 2019 @ 5pm**