

Position description

Position title:	<i>Records and Privacy Officer</i>
Job reference no:	25626
Salary:	<i>TRP - \$74,033 per annum including superannuation and the full benefit of optional salary packaging</i>
Classification:	<i>Grade 1 (HS1)</i>
Award:	<i>Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018 – 2022</i>
Hours:	<i>38 hours per fortnight</i>
Position tenure:	<i>Permanent part time</i>
Remuneration benefits:	<ul style="list-style-type: none"> • 9.5% Superannuation • Salary Packaging (including novated leasing) • Access to discounted private health insurance
Work unit / location:	<i>Glen Waverley</i>
Reports to:	<i>Manager Governance</i>
Program:	<i>Governance</i>

A note on Link Health and Community and Latrobe Community Health Service



Link Health and Community is owned and operated by Latrobe Community Health Service. This role operates under the Link Health and Community brand. However, Latrobe Community Health Service is the employer.

Why choose this role at Latrobe Community Health Service?

At Latrobe Community Health Service you'll be part of a positive and passionate workplace.

We're dedicated to providing you with career opportunities through work that is rewarding and meaningful within the community.

We place a genuine importance on hiring people who reflect our values. We work hard to reinforce these values every day, ensuring each of our people experiences a positive culture in their teams, regardless of the challenges the work may bring.

You'll work with people who are positive and optimistic in the attitudes and behaviours they bring to work. This creates a safe and uplifting environment that will constantly motivate you - and those around you - to bring their best to work.

You can learn more about Latrobe Community Health Service at www.lchs.com.au/careers

Scope of role

Reporting to the Manager Governance, the Records & Privacy Officer will be responsible for the effective and efficient administration of records at Latrobe Community Health Service. Maintaining client and staff privacy is vital to this role, through appropriate handling and communication of information.

Working as part of a team, the role provides an important service to the organisation through receipt and distribution of incoming mail, updating client information where required, and responding to internal and external requests on a daily basis. The role also provides an opportunity to learn and develop skills in more complex tasks undertaken by the team.

Key objectives, duties and responsibilities

Records Management

1. Daily incoming mail scanning and distribution (physical and electronic) and response as required, including 'return to sender' letters.
2. Act as administrator of the electronic records management system.
3. Assist in archiving and disposal of records processes as per Health Records Act and internal LCHS policy/procedure.
4. Provide support to Senior Records & Privacy Officer in administration of health information requests and privacy matters.

Client File Updates

1. Manage the complete process of closing and archiving deceased client files in a timely manner.
2. Process requests for updates to client information (address/phone number etc) in all records systems in a timely manner.

Other

1. Ensure service desk requests are correctly allocated to the team on a daily basis, and respond to allocated requests in a timely manner.
2. Participate in regular reviews of records procedures to ensure efficient and effective processes are in place.
3. Achieve understanding of Health Records Act and processing of requests made under this legislation.
4. Undertake other duties as directed within the range of skills and responsibilities of the position.

Selection criteria:

Applicants must address the selection criteria for consideration.

1. Demonstrated ability in a filing, cataloguing and/or library environment.
2. Proven computer literacy in the Microsoft range of products with the ability to navigate within multiple client management systems.
3. Ability to maintain privacy and work in a confidential environment and maintain client and staff privacy.
4. Ability to work and participate within a team while working independently as required.

Job requirements:

Applicants must meet the following job requirements:

Mandatory

1. Demonstrated knowledge of administration requirements and an understanding of health information and record keeping
2. Ability to maintain privacy and work in a confidential manner
3. Interest in working within a team and independently as required
4. Current Victorian drivers licence.

Organisation Requirements

1. Latrobe Community Health Service complies with infectious disease control and immunisation requirements under legislation. This position is classified as a **Health Care Worker C** and is exempt from immunisation status requirements.
2. Latrobe Community Health Service is a child-safe organisation. The successful applicant will be required to undergo a satisfactory criminal record check from the Australian Federal Police or country of residence.
3. Prior to appointment, a police record check will be undertaken. This will be updated every three years.
4. Prior to appointment, credentialing documentation must be completed and verified.
5. Prior to appointment, preferred applicants must disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.
6. This Position Description and Letter of Agreement will be reviewed from time to time in keeping with changing requirements.

We are a diverse and inclusive workplace. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally diverse backgrounds and identities, LGBTIQ+ people, people with a lived experience of disability and service personnel and their families, to name a few. We will make reasonable adjustments when required.

Approved (Job title):	Executive Director Corporate
Date:	23 November 2020

Incumbent statement

I have read, understand and accept the Position Description and this Position Description Attachment

Incumbent's Name: _____

Incumbent's Signature: _____

Date: / /