

## Rochester and Elmore District Health Service

*"To be a trusted leader in our local rural health care"*

### ADMINISTRATION SUPPORT OFFICER

#### Casual positions available

REDHS are seeking motivated and experienced Administration Support Officer's to join REDHS Front Reception and Primary Care Team. This is an excellent opportunity for compassionate and reliable Administration Support Officers who thrive in a fast paced, patient focused environment, demonstrating strong communication and organisational skills, and are committed to delivering high quality administrative support to enhance patient care and service delivery.

#### About the role:

This position will provide reception duties to the newly established Rochester Primary Care Centre or the main hospital / front reception, when required. In addition, the role delivers a range of other administrative support functions to REDHS stakeholders including visitors, employees, volunteers, clients accessing the primary care and allied health, and other areas of the hospital.

Working collaboratively with other administrative teams across the organisation is a key requirement.

#### What we are looking for:

- Demonstrated experience in Administration
- Demonstrated high standard of professionalism, ethics, confidentiality and discretion
- Ability to work under pressure whilst demonstrating flexibility as to be able to manage competing deadlines
- Computing skills - Competent intermediate level across Microsoft suite including Word, Excel, PowerPoint, Access, Publisher, Outlook and internet

#### Essential requirements:

- Current National Police Check and Working with Children Check (or willingness to obtain)
- Right to work in Australia
- Evidence of influenza vaccination (as per aged care requirements)

Further information can be obtained by contacting Deborah Bourke, RPCC Team Leader on 03 5484 4465 or [deborahbourke@redhs.com.au](mailto:deborahbourke@redhs.com.au)

To view the full details of the Position Description go to <https://www.redhs.com.au/working-with-redhs/current-vacancies/>

#### How to Apply:

- Email [recruitment@redhs.com.au](mailto:recruitment@redhs.com.au) with your resume and brief cover letter
- Complete the Employment Application form and email to [recruitment@redhs.com.au](mailto:recruitment@redhs.com.au)

**APPLY NOW:** Applications will be assessed upon receipt and if a suitable applicant is found, the position will close prior to the advertised closing date.

**Position closes on Wednesday 20 May 2026**

**Rochester and Elmore  
District Health Service**

ph: (03) 5484 4400  
[www.redhs.com.au](http://www.redhs.com.au)

1 Pascoe Street, Rochester Vic 3561  
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fax: (03) 5484 2291  
PO Box 202, Rochester Vic 3561  
ABN: 76 670 975 935

We acknowledge the Dja Dja Wurrung people as the Traditional Custodians of this land. We pay our respects to their Elders, past, present and emerging.

## About REDHS

Rochester and Elmore District Health Service (REDHS) is situated in Rochester which is the gateway to the mighty Murray River region and close to the regional centres of Echuca, Bendigo and Shepparton.

We are a publicly funded Small Rural Health Service, providing a broad range of acute, residential aged care, preventative and primary health programs to a population of approximately 8,600 people from Rochester and surrounds.

We enjoy a strong relationship with our community and are focused on delivering services that meet their needs.

## Why do our staff like working for us?

- ✓ When you join REDHS you are more than just a number, you are valued at REDHS and are part of our caring journey for our community.
- ✓ At REDHS we provide a safe well-resourced environment that enables our staff to focus on providing great care
- ✓ Our workplace culture is inclusive and diverse and is centred around team connectedness, the provision of safe-quality care, developing our workforce and supporting their well-being
- ✓ We have an onsite café that serves great coffee and you can enjoy a laugh at our social functions!

## What are the benefits for you?

- ✓ We offer competitive rates of pay
- ✓ You will have access to generous salary packaging options which means you pay less tax and keep more of your pay
- ✓ There are many learning and development opportunities on offer including an onsite educator and access to study leave
- ✓ You will achieve a better work/life balance through flexible work practices including the option to purchase additional annual leave
- ✓ We have a comprehensive Employee Assistance Program that extends to your immediate family
- ✓ You will have free use of our onsite gymnasium

*REDHS is committed to creating a diverse environment and is proud to be an equal opportunity employer. We recognise the value of the diversity and strength of Aboriginal and Torres Strait Islander cultures to the heritage of all Australians and encourages Aboriginal and Torres Strait Islander people to apply.*

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