

<b>TITLE OF POST:</b>	<b>Patient Services Co-ordinator</b>
<b>GRADE:</b>	AFC Band 2
<b>HOURS OF EMPLOYMENT:</b>	20 - 25 hours per week plus overtime
<b>APPOINTMENT:</b>	Permanent
<b>RESPONSIBLE TO:</b>	Team Leader
<b>ACCOUNTABLE TO:</b>	Practice Manager
<b>LOCATION:</b>	Various Sites - Stonebroom, Tibshelf, Holmewood and Pilsley

Staffa Health is looking for a Patient Services Co-ordinator to join our busy practice reception team. We are a large, friendly and innovative practice, with a focus on the highest quality of care for our patients. We are rated as an outstanding practice by the Care Quality Commission and are looking for a Patient Services Co-ordinator that can contribute to sustaining and further improving the exceptional level of care we provide.

Situated in a semi-rural community, close to the Peak District we have 16,850 patients, provide services over 4 sites and utilise the clinical system SystmOne. We are a training practice for doctors, GP's, medical students and student nurses. We are a pro-active and innovative practice and this role provides a great opportunity for you to make a difference through the support you provide to the team.

Applicants should be able to demonstrate excellent front of house and customer communication skills. You will have the ability to work under pressure and proven experience of managing your own time and workload in a busy, high pressure environment. Office experience is desirable and experience of working in a health care setting would be an advantage. You must be able to confidently use a computer but training will be given in using the clinical system. Applicants will be required to be flexible and be able to travel in between all sites in order to provide cover for sickness and annual leave as necessary.

Hours of work are worked on a rota across Monday to Friday; applicants **MUST** be flexible and be able to work between the hours of 7.30am and 8.00pm. There is a requirement to work an occasional Saturday on a rota basis from 7.00am to 10.30am. For more information please see the Job description & Person Specification document. For further details about Staffa Health please visit our website: [www.staffahealth.co.uk](http://www.staffahealth.co.uk). Informal enquiries and visits are welcomed, please contact Clare Kirkwood Assistant Practice Manager on 01773 309042 or by email [Clare.kirkwood@nhs.net](mailto:Clare.kirkwood@nhs.net).

**Closing date for applications: Sunday 20<sup>th</sup> October 2019**