



## Key Selection Criteria for Receptionist at Through Life Physiotherapy

Please describe specifically to what extent you fulfil each of the following criteria in your cover letter.

1. Availability to work the following hours:

Wednesday 2pm – 7.45pm

Friday 6.30am – 12.30pm

Saturday 8.00am – 1pm

2. Availability to work occasional additional hours.
3. Experience in reception in healthcare or a similar setting.
4. Progress towards, or completion of business administration qualifications.
5. Excellent communication skills with adults and children, including with people who have disabilities.
6. Customer Service experience
7. Strong time management and organisational skills
8. Values and displays teamwork
9. Able to take initiative
10. Current National Police Records Check
11. Current Working With Children Check
12. Working knowledge of the breadth of services that Through Life Physiotherapy provides
13. Working knowledge of the range of pilates classes Through Life Physiotherapy provides (Hint read our website and our company Philosophy below to help you answer the last 2 points.)

Please also include in your application your current CV.

---

## COMPANY PHILOSOPHY

---

[www.throughlifephysio.com.au](http://www.throughlifephysio.com.au)

### Organisational Culture:

#### Vision

Excellent Physiotherapy tailored to unique life stages.

#### Why work for Through Life Physiotherapy?

We love caring for people. We are passionate about enabling people to achieve.

#### Values

##### 1. Caring

To engage with clients and their families, in order to truly understand their concerns and goals.

Demonstrating genuine respect for and acknowledging the value of; clients and their families, members of the community and workplace, and the environment.

##### 2. Empowering

To work in partnership with clients, their families and the community.

To work as a team of professionals who learn from each other, who fulfil their own responsibilities and assist others.

##### 3. Achieving

Working with clients to achieve their goals.

A positive attitude and ability to complete tasks. A commitment to professional development in your chosen area of Professional Practice.

### Overview of Through Life Physiotherapy:

Excellent Physiotherapy tailored to unique life stages. Through Life Physiotherapy is an innovative private practice. After renting premises for 12 years, in May 2018 we moved into our very own custom designed and built practice building. We enjoy a truly beautiful workspace that provides for the disability access needs that our clients require. We were the first private practice in Gippsland listed as providing Neuro physio on "APA find a physio". We were the first Physios in our town to provide Clinical Pilates. We were the first physio to register for the NDIS in our region. Through Life Physiotherapy is an equal opportunity employer in which harassment or unfair treatment of any kind is not acceptable. In order to

provide for our clients, Through Life Physiotherapy aims to employ both experienced practitioners who are specialists or are progressing towards specialisation, and physiotherapists who are seeking further mentoring and development in specialist fields.

The specialties we currently focus on are:

- Rehabilitation exercise - Clinical Pilates
- Women's Health Physiotherapy
- Musculoskeletal Physiotherapy
- Paediatric Physiotherapy
- Neurological Physiotherapy
- Hydrotherapy
- Vestibular Rehabilitation

We believe that rehabilitation continues until our clients reach all their goals, consequently we will provide therapy in the locations where they need to gain or relearn movement skills and independence. Locations can include:

- Our clinic, and rehabilitation pilates studio
- Schools
- Workplaces
- Home
- Community locations
- Local swimming pool
- Local Gym
- Sporting clubs
- Farms

Given the diverse needs of our clients, Through Life Physiotherapy provides a broad range of treatment options for individuals and groups:

- Individual, consultations for hands on or exercise based therapy.
- Body and Brain Rehab

- Gym programs
- Neurological Running Rehabilitation
- Hydrotherapy
- Clinical Exercise Groups
- Community mobility consultations and therapy
- Facilitation of return to or enabling participation in employment and recreational activities.