



Vale

Norma Joyce Van Teeffelen
nee Chapman

Norma Joyce Van Teeffelen nee Chapman Born 10th September 1932 Norfolk Island Died 5th of September 2023 Nambucca Heads NSW.

Beloved daughter of the late William Joyce Chapman, Edith Marion Chapman née Nobbs and sister of Clive Edgar Chapman

Dearly loved mother of Bernadette Marion Arens and Raoul Herman Clive Arens

Beloved Grandmother of Bruce, Brent and Shay, and Great-grandmother to Caelan, Tayah, Kynan, Sapphire and Kobi.



You were loved and cherished by all that knew you. We will love and miss you forever.

A karanga tribute to Norma from her sisters Jacqui & Pat

Haere atu ra e te Tua'ana, Hoki atu ki te rangi, hei whetu e tiaho mai ra mo matou

Haere atu ra, Haere atu ra, moe mai ra

This translates as "farewell our dearest sista. We will now see you as a twinkling star in the heavens, looking down on us, and always being here with us"



GP PRACTICE RECEPTIONIST – CASUAL

**NORFOLK ISLAND HEALTH AND
RESIDENTIAL AGED CARE FACILITY
(NIHRACS)**

NIHRACS is seeking expressions of interest for a Medical Administration Officer Level 2 to work in the GP Clinic. A person

You will be responsible for greeting our patients, supporting our doctors and nurses, answering calls, triage and booking appointments, billing, and administrative tasks.

Selection Criteria:

- Excellent communication skills, written and verbal.
- Ability to work independently, show initiative and work productively in a team environment.
- Previous experience in the use of Medical Director and PracSoft or similar client/patient management system.
- Working knowledge of windows based software systems (e.g. word, excel).
- An understanding of medical terminology, medical and allied health professional organisations and relevant stakeholders.
- An understanding or experience of the Royal Australian College of General Practitioners Standards for General Practices.
- Current CPR certificates or willingness to obtain.

Award: Health Employees Administrative Staff (State) Award

who aligns with our values, that is focused on providing a high-quality experience for our patients.

Please forward application, addressing the selection criteria, current CV and names of two referees to Carrie Gilmore, GP Clinic Manager NIHRACS.

email: gpmanger@health.nlk.gov.nf

Closing date:

COB Friday 29 September 2023



**When driving.... be considerate
SLOW DOWN FOR HORSES!**