

GDBNC NEWSLETTER

January 2025

1 Saleyard Road, Gelantipy, Victoria, 3885 ... Phone: 5150 2410/Fax: 5155 0217

Email: gdbnc@gha.net.au/Website: gdbnc.com.au

NURSE MANAGER: SUSIE EDWARDS ADMIN: ANN-MARIE DAVIES/AMY ROGERS

PRESIDENT, COMMITTEE OF MANAGEMENT: DANNY MITTON

COM CONSUMER REPRESENTATIVE: MARGIE ROGERS

OPENING HOURS: 9AM TO 2PM MONDAY TO THURSDAY (CLOSED PUBLIC HOLIDAYS)

WHAT'S ON ...

☒ CHANGE TO MOBILE LIBRARY IN 2025

****VISITS TO COINCIDE
WITH BNC MORNING TEAS****
JOIN US FOR A CUPPA FROM 10AM ON
TUES, 4TH FEBRUARY AFTER VISITING
BRENT AT THE MOBILE LIBRARY BUS

☒ Gelantipy Hall Dinner - Mon, 17th Feb

☒ Hairdresser - Monday, 3rd February

HELP AT HAND ...

☒ Ambulance 000

Poisons 13 11 26

Nurse-On-Call 1300 60 60 24

GP Helpline 1800 022 222

☒ Don't forget the Victorian Virtual
Emergency Department ...



**WE ARE HERE
FOR YOU 24/7**

[visit vved.org.au](http://visit.vved.org.au)



**WELLBEING SUPPORT OFFICER
VISITING GELANTIPY
TUESDAY, 4th FEBRUARY
FROM 9.30AM ONWARDS
NO NEED FOR AN APPOINTMENT
COME TO THE CENTRE TO MEET
JESS AND HAVE A CHAT**



CONSUMER ENGAGEMENT SUB-COMMITTEE - BE PART OF IT!

We are still seeking local volunteers who would like to join our Consumer Engagement Sub-Committee. This Sub-Committee is used to help maintain representation of, and open communication with, the community ... reporting important ideas and thoughts from members of the GDBNC to the Committee of Management, ensuring the community is heard on issues that are important to them and the Gelantipy district.

If this sounds like something that might interest you, please give us a call on 5150 2410 to find out more information.



WE ARE
HIRING



ADMINISTRATION SUPPORT OFFICER (PART TIME) 15 HOURS/ WEEK

GDBNC is seeking a motivated and skilled individual to provide administrative support to our team. This role will assist the Administration Officer in day-to-day tasks, including providing coverage in the Admin Officer's absence.

The successful applicant will need:

- **Proven experience in providing administrative support in an office environment.**
- **Demonstrated proficiency in office management skills, including record-keeping, organisation, and prioritisation.**
- **Excellent written and verbal communication skills, with the ability to interact professionally with diverse individuals.**
- **Strong computer and keyboard skills, including proficiency in relevant software applications.**
- **Knowledge of budget processes, financial recording, and reporting methods and principles.**
- **Ability to work independently and as part of a team.**
- **A positive attitude and a strong work ethic.**
- **Understanding of and commitment to maintaining confidentiality.**
- **Current Driver's License.**
- **Ability to obtain a satisfactory Police Check and Working with Children Check (WWC).**

Applications are to be submitted in writing to:

Administration Officer


Gelantipy District Bush Nursing Centre Inc.

1 Saleyard Road, Gelantipy, Vic, 3885

CLOSING DATE: 17TH FEBRUARY 2025



DID YOU KNOW?
A COCKROACH CAN
LIVE FOR A WEEK
WITHOUT IT'S HEAD



The Gelantipy District Bush Nursing Centre would like to acknowledge the Traditional Owners of the land on which we gather, and pay our respects to their Elders both past and present

