



JOB VACANCY – VICTORIAN ABORIGINAL HEALTH SERVICE

Position Title: Project Lead - Clinical Practice Manager
Location: Preston (Melbourne)
Employment Status: 12 months Fixed Term
Reports To: GM Operations

About the Organisation

The Victorian Aboriginal Health Service (VAHS) was established in 1973 to address the specific medical needs of Victorian indigenous communities. The organisation has expanded steadily over past 40 years to provide a comprehensive range of medical, dental and social services for our community.

As well as providing a variety of medical services, VAHS is committed to supporting the well-being of the community through contributions to community events and activities. VAHS is also committed to assisting research into the ongoing needs of the community.

VAHS is a child safe organization.

About the Opportunity

The position will be dedicated to support the effective start-up operations of a new clinic in line with the VAHS Metropolitan Services Strategy.

The main responsibilities of this position are to develop and implement support activities to develop and consolidate the Clinic administration systems and processes.

This will be achieved through a focus on:

- promotion and implementation of best practice Clinic administrative support procedures and client referral processes from other programs
- maximising the management and use of the electronic Patient Information and Recall Systems (MMEx)
- establishment/consolidation of effective MBS claims administration processes
- development and implementation of clinic administration workforce development initiatives

In this regards the position will actively contribute to the achievement of the Clinics business objectives, including increased practice patient numbers, attendance rates and billings. The position will work within the established policies, procedures and practices at the various clinic locations.

Key Selection Criteria

To be considered for this role you must have the following;

- Understanding of and Commitment to the Aboriginal community.
- A demonstrated ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander people.
- Knowledge and understanding of MBS and the Medicare system

- High level of experience and skill in the use and application of the MMEx patient information system
- Ability to work as part of a multi-disciplinary team and understand the cycle of care patient system
- Computer and word-processing skills that demonstrate your experience in using MS Office package (Word, Excel), Email and the internet and use of patient information/recall database systems.
- Ability to rapidly acquire an understanding of Clinic practices and systems and to work effective and efficiently with these practices and systems
- Demonstrated ability to identify process requirements and document work procedures
- Demonstrated project administration, coordination, training and workforce support skills

Qualifications, Licenses and Registrations

- Certificate III in Medical Reception (and/or equivalent relevant experience)
- Experience working in a number of Clinics with varying degrees of established processes and systems
- Project /program experience in similar health or workforce development program – desirable
- Current Victorian Driving License
- Current Working With Children Check
- Current National Police Check

How to Apply

Applications can be submitted to:

Employment@vahs.org.au before Friday 5pm, 11th January 2019. Request for position description can be made via employment@vahs.org.au.

Applications are encouraged from all sectors of the community and we strongly encourage applications from the Aboriginal and/or Torres Strait Islander community.