

## **JOB VACANCY – VICTORIAN ABORIGINAL HEALTH SERVICE**



Position Title: Project Lead  
Establishment of VAHS Western Suburbs Satellite Clinic  
Location: Western Suburbs of Melbourne  
Employment: Full time for 6 months  
Reports To: General Manager, Operations

### **About the Organisation**

The Victorian Aboriginal Health Service (VAHS) was established in 1973 to address the specific medical needs of Victorian Aboriginal communities. The organisation has expanded steadily over the 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 organisation.

### **About the Opportunity**

In this role you will take the lead in project managing the establishment of VAHS's satellite clinic in the Western Suburbs of Melbourne.

### **About you**

To be considered for this role you must have the following capabilities:

- Knowledge, understanding and respect for Aboriginal culture and self-determination and the ability to build relationships with the Aboriginal community generally and, in particular, in the Western Suburbs of Melbourne (including establishing Advisory Groups)
- Contemporary project management skills
- Project budget management
- Property sourcing and leasing (including building contractors' oversight)
- Equipment purchasing (including clinical, office technology, furniture)
- Ability to liaise with Government authorities (including health department, local councils) and meeting clinical and other regulatory requirements
- Launching a new clinic/site (including staff recruitment, marketing/promotion)
- Current National Police Check, Working with Children Check and Victorian Drivers Licence required

### **How to Apply**

If you believe you have the relevant capabilities required to succeed in this role, please send your cover letter and resume to [employment@vahs.org.au](mailto:employment@vahs.org.au) by 9 pm Sunday 16 May 2021.