



**VICTORIAN ABORIGINAL
HEALTH SERVICE**
Caring for the Community

Clinic Coordinator | St Alban's Clinic

- New role as part of our expansion
- Be instrumental in building and establishing a practice
- Leadership role in an Aboriginal Community Controlled Organisation

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 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

The St Albans Clinic Coordinator is responsible for working closely with Executive Management Team reporting to the General Manager of Operations. The St Albans Clinic Coordinator is a central role in all the Clinical requirements of the VAHS St Albans Clinic.

Key Selection Criteria

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

- Relevant Health related qualifications or experience in Aboriginal Community Health Sector, (and/or similar)
- A demonstrated ability to communicate sensitivity and effectively with Aboriginal Torres Strait Islander peoples.
- Ability to work as part of a multidisciplinary team, oversee staff and site management.
- Computer and word processing skills that demonstrate your experience in using MS Office package, (Word, Excel), email and use of patient information/recall database systems.
- Effective interpersonal skills including a high standard in effective communication.
- Experience in coordination of clinics with varying degrees of established processes and systems.
- Project and program experience in data analysis and strategic planning skills
- Knowledge and understanding around purpose and use of clinical systems and processes in MMEX (desirable), MBS, Quality, and regulatory requirements.
- Current Victorian Driver's License.

How to Apply

Please forward your covering letter (addressing the key selection criteria) and resume to Employment@vahs.org.au before Monday 9pm, 14 March 2022.

Please note: You will need to be vaccinated against Covid 19 and be prepared to undergo a police background check as part of the recruitment process.