



VICTORIAN ABORIGINAL  
HEALTH SERVICE  
*Caring for the Community*

## Medical Receptionist | St Alban's Clinic

- Identified position
- Newly established medical clinic
- Opportunity to develop your career

### 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 Medical Receptionist is responsible for meeting and greeting patients at the reception area and waiting areas. Receiving and coordinating incoming telephone calls, arranging medical practitioner appointments, ensuring Medicare procedures are followed, arranging patient pick up and directing medical staff correspondence.

### Key Selection Criteria

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

- Understanding of and Commitment to the Aboriginal community.
- Demonstrated ability in working in a busy medical reception area.
- Able to receive calls and make independent decisions on appropriate action.
- Intermediate computer skills preferred. Knowledge of MMEx and electronic billing an advantage.
- Ability to work reliably with minimal supervision.
- Good written and verbal communication skills.
- Ability to manage patient enquires in a respectful and courteous manner.
- The demonstrated ability to work effectively as part of a multi skilled team.

### How to Apply

Please forward your covering letter (addressing the key selection criteria) and resume to [Employment@vahs.org.au](mailto: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.*

***This position is not available to persons not of Aboriginal and/or Torres Strait Islander descent. (Permitted under the Victorian Equal Opportunity Act 2010 s12 "A person may take a special measure for the purpose of promoting or realizing substantive equality for members of a group with a particular attribute")***