



VICTORIAN ABORIGINAL
HEALTH SERVICE
Caring for the Community

Medical Receptionist | Fitzroy

- Identified position
- Immediate start
- 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 Victorian Aboriginal Health Service is looking for high performing, experienced Medical Receptionists to join our team in Fitzroy.

Positions are available for fulltime, parttime or casual roles.

Key Selection Criteria

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

- Understanding of and Commitment to the Aboriginal community.
- Intermediate computer skills preferred. Knowledge of MMEx and electronic billing an advantage.
- An understanding of the Medicare billing system
- Have a calm and professional demeanour.
- Ability to multi-task and prioritise under pressure
- Strong attention to detail and accuracy is necessary
- Excellent verbal and written communication skills
- Ability to work with limited supervision together with the capacity to work as an effective team member

How to Apply

Please forward your covering letter (addressing the key selection criteria) and resume to Employment@vahs.org.au before Sunday 9pm, 8 May 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")