



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

Health Informatics & Data Analytics Officer | Preston

- Preston – Melbourne
- Full Time
- Not For Profit Salary Packaging Options

About the Organisation

The Victorian Aboriginal Health Service (VAHS) was established in 1973 to address the specific medical needs of Victorian Aboriginal communities. 2023 marks as a landmark year as VAHS proudly celebrate it's 50-year of providing a comprehensive range of medical, dental, allied health, 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, committed to child safety and wellbeing, and recruits' staff in accordance with the Child Safe Standards Victoria.

About the Opportunity

The role will support all health informatics activities, with a focus on MMEx training and support, data cleaning, analysis and communication, supporting organisational reporting requirements, and health information system development.

Key Selection Criteria

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

- Working within an Aboriginal Community Controlled Health Organisation context
- Experience in using an Electronic Health Record system (preferably MMEx).
- Experience in using a data extraction and visualisation software, including:
 - Excel (high proficiency is essential)
 - Tableau
- Demonstrated ability to deliver training and support a health workforce in clinical software taking a continuous quality improvement approach
- Strong communication skills and ability to support training and development of staff with varied skills, experience and confidence levels
- Demonstrated skills in preparation of reports, manuals and training materials
- Ability to analyse, interpret and communicate health and administrative data, including being able to extract data from an Electronic Health Record system, and having a sound understanding of data quality and integrity issues
- Excellent communication and interpersonal skills with the ability to communicate verbally, written and by electronic means at all levels, both internally and externally
- Demonstrated understanding of privacy and the ability to manage confidential and sensitive information
- Good time management skills in relation to managing phone contacts and appointments
- The demonstrated ability to work effectively as part of a multi skilled team
- Knowledge of and demonstrated understanding of
- Fully approved Covid 19 Vaccinations (including booster)

How to Apply

You will need a resume and a tailored cover letter outlining your skills, experience, and suitability for the role. Please forward your application to Employment@vahs.org.au before Tuesday 5pm, 13 June 2023.