



Administration Coordinator

- Full Time, 12- month Fixed Term
- Amazing opportunity to make a difference in your community.
- Must be efficient, articulate, reliable, sharp thinker and do-er.

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 celebrates its 50-year of providing 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, committed to child safety and wellbeing, and recruits' staff in accordance with the Child Safe Standards Victoria.

About the Opportunity

The Administration Coordinator coordinates the administrative duties of Family Counselling Services (FCS) management matters in consultation with FCS Manager & FCS Operations Manager. The Administration Coordinator is responsible for ensuring and improving the performance, productivity, efficiency, and effectiveness of FCS matters through sound processes, systems, communication, and accountability that supports program delivery, administration, and reporting.

Key Selection Criteria

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

- Excellent verbal and written communication skills and the ability to communicate effectively with stakeholders throughout Aboriginal Community.
- Proficient computer skills and experience using documentation and reporting systems.
- Hold strong understanding and commitment to Aboriginal communities and their needs.
- Proven ability to work effectively with Aboriginal people and families experiencing challenges in a respectful, culturally safe, compassionate manner.
- Proven ability to work with a range of people and organisations in a non-judgmental and respectful manner.
- A demonstrated commitment to teamwork and the ability to take appropriate individual and team responsibility.
- Capacity to work under pressure and develop creative and flexible solutions to complex problems.
- Well organised but able to flex and manage competing priorities and deadlines.
- Fully approved Covid 19 Vaccinations (including booster)

How to Apply

Please forward your covering letter (addressing the key selection criteria) and resume to Employment@vahs.org.au before Sunday 9pm, 22 October 2023.