

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. 2023 marked a landmark year as VAHS proudly celebrated its 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 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.

Full-time and casual positions available.

Key Selection Criteria

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

- The capability and engagement to understand the philosophy and principles of Aboriginal Community Control and transforming it into practice.
- Previous experience in a medical receptionist or healthcare administration role
- Intermediate computer skills preferred. Knowledge of MMEx and electronic billing an advantage.
- Ability to work reliably with minimal supervision.
- Well-developed interpersonal, communication and time management 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 before Sunday 9pm, 12 May 2024.

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")