



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

## **Team Lead Medical Reception Fitzroy**

- Identified Position
- A supportive workplace that will help you to develop your skills further
- Not for profit Salary Packaging available

### **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 Fitzroy Medical Reception Team Leader is primarily responsible for the effective and efficient operations and systems of the medical reception at the Fitzroy Clinic.

### **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.
- Demonstrated capability to achieve the key responsibilities
- High level administration skills and attention to detail
- Strong organisational, time management, multitasking and problem-solving skills.
- Good knowledge of Microsoft Applications; Outlook, Word, and Excel
- Excellent communication skills, both verbal and written.
- Ability to manage sensitive and confidential information with discretion.
- Have a proactive and solution-oriented mindset.
- The demonstrated ability to work effectively as part of a multi skilled team
- Victorian working with children's check
- National Police Check
- CPR and First Aid

### **How to Apply**

Please send your application, which must include a cover letter, resume and responses to the selection criteria, via [employment@vahs.org.au](mailto:employment@vahs.org.au) before Sunday 9pm, October 13<sup>th</sup> 2024.

Request for position description can be made via [employment@vahs.org.au](mailto:employment@vahs.org.au).