

Medical Receptionist 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 Medical Receptionist is a key member of the Medical Team, assisting the unit in providing high quality and culturally safe patient centred care. They are the first and final point of contact for all patients entering and exiting the medical clinic while working closely with all members of the 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
- Excellent communication skills, written and verbal
- 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 before Sunday 9pm, October 13th 2024.

Request for position description can be made via employment@vahs.org.au.