



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

Intake Worker – Out of Home Care

- This position is only available to persons of **Aboriginal and / or Torres Strait Islander descent** (as 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”).
- A supportive workplace that will help you to develop your skills further
- Flexible working hours available
- 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 position is responsible for working & participating in clinics with the Paediatricians and Speech Therapist as part of a multi-discipline team in providing cultural appropriate services in Child Health

Key responsibilities

- Management of referrals incoming & outgoing in preparation for Intake meetings each Monday
- Coordination of appointments 715 Allied services, make appointment/ or add to waiting list
- Communication with clinicians to discuss clients and upcoming referrals
- Attending OOH Case Conference meetings when required.
- Follow up essential documents for referrals, Confirmation of Aboriginality
- Strong written and verbal skills
- The ability to manage multiple skills

Prerequisites

- Previous experience working in an ACCHO or a Paediatrics team.
- Victorian Working with Children's Check
- National Police Check
- Driver's License.

How to Apply

Please send your completed application, which must include a cover letter and curriculum vitae, via employment@vahs.org.au before Sunday 9PM, 16 March 2025.