



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

Practice Manager, Fitzroy

- For this position, preference may be given 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

Reporting to the COO, the Practice Manager plays a pivotal role in overseeing the effective and efficient systems and operations of VAHS Fitzroy medical clinic.

Key responsibilities

- Overseeing the day-to-day operations of the clinic.
- Staff Leadership & Management (including staff engagement, induction, performance, development, rostering and leave management)
- Implement and oversee the systems and ensuring staff are utilising them efficiently
- Maintain National Standards for Accreditation.
- Optimise Medicare opportunities
- Oversee and complete reporting
- Participate in relevant VAHS meetings and workshops/forums

Prerequisites

Essential:

- Previous practice management experience
- Previous employment in community-controlled organisation

Desirable:

- Qualifications in Practice Management, Healthcare Administration, Management, or related field.

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, 2 March 2025.