



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

## Team Leader

- 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

To support Women’s and Children’s staff with the day to day running of programs. Assist staff in the different processes of systems used by VAHS and the Women’s and Children’s team.

### Key responsibilities

- Introduction to all new staff members including appropriate paperwork.
- Ensure transfer of skills between the professional staff and Aboriginal Health Workers.
- Monitor the functioning of the appropriate systems and support staff to use effectively, including Medicare, PRODA requirements.
- Assist in the development and implementation of in-service programs for the W&CHN’S health workers.
- Represent the W&CHN’S area in work groups, internal & external meetings
- Undertake staff supervision and work development processes
- Assist in the implementation of new Funding programs for the Unit

### Prerequisites

- Minimum of 5 years in Management experience or similar previous employment in Community Controlled Organisations
- Relevant tertiary qualifications in health or a health-related discipline and/or relevant experience in working with Aboriginal & Torres Strait Islander communities.
- 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](mailto:employment@vahs.org.au) before Sunday 9PM, 16 March 2025.