



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

Pharmacy Assistant

- 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
- Not for profit Salary Packaging available
- Based at Fitzroy
- Casual Employment

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 will be responsible for assisting the pharmacist with day-to-day operations of the dispensary under direct pharmacist supervision which includes general duties as the pharmacist sees fit.

Key responsibilities

Under direct supervision of pharmacist

- Assisting community with general queries relating to dispensary
- Assisting the pharmacist with day-to-day operations of dispensary (expended general duties provided with contract)
- Record pharmacy /care plan events under pharmacist supervision on MMEx (patient information software)
- Transcribing dispensary news to newsletter or emails on pharmacist request as needed (so typing and excel skills would be appreciated)

Prerequisites

Desirable:

- Certificate II or III in Community Pharmacy

How to Apply

Please send your application, which must include a cover letter and curriculum vitae, via employment@vahs.org.au before Sunday 9pm, 23 March 2025.