

Aboriginal Health Worker – Ear Health

- 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
- Not for profit Salary Packaging available
- Full-time position

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 50th 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 wellbeing 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

Co-ordinate and run the monthly Healthy Ears Clinic at VAHS and the fortnightly clinic with Hearing Australia and weekly clinic with UniMelb Audiology.

It requires following up referrals for both Audio and ENT – internally from VAHS GP’s and from outside specialist sources.

Collecting referrals and triaging them for appointments in the clinics – making bookings and phone calls to clients and co-ordinating them to ensure clients are seen on the day of clinic.

Key responsibilities

- Participate in the requirements of workforce planning management, including employment equity, anti-discrimination, occupational health and safety and ethical behaviour and workplace health and safety legislation
- Make sure each client has a referral for either service – internal referrals are obtained from MMEX – external referrals are posted or faxed.
- Follow up on paperwork for clients – making sure correct documents are provided to the Royal Victorian Eye and Ear Hospital (RVEEH) when the client is referred for surgery

- Calling clients and booking them for either clinic (ENT/AUDIO) – giving them the choice of booking their own time slot – and arranging transport for those who need it.
- Booking clients for Audiology for Hearing Australia – this is a service for the Elders of the community (50+ yrs) – NO referral needed for this service – refer to recall list generated by Hearing Australia
- Booking clients for University of Melbourne Audiology – this is a service for clients aged 4 - 49 requiring an Audiology Test or review.
- Working with outside agencies with booking clients in for appointments – making sure client has referral before making appointment
- Co-ordinate clinic on the day by checking in clients and taking them to their appointment – keep track of clients who attend and those who don't
- De-brief at the end of each clinic session – go through with surgeon and audiologist the clients seen and record their outcome – Make copies of the running sheets and surgical consent forms
- Participate in quarterly meetings with the RVEEH clinic via zoom link up

Prerequisites

- Qualification in Aboriginal and/or Torres Strait Islander Health.
- Current AHPRA registration (for Practitioners).
- Victorian Drivers Licence
- Victorian Working with Children Check

How to Apply

Please send your application, which must include a cover letter and curriculum vitae, via employment@vahs.org.au before Sunday 9pm, 14 September 2025.