



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

## Community Programs Intake Worker

- 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
- 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 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 Community Programs Intake worker will be responsible of processing and managing allied health referrals and support the Community Programs Unit. This includes referrals under the CHSP and HACC PYP programs and My Aged Care referrals by Paediatricians and GP’s; and clients with chronic disease who are referred by their GP and are claimable through the Medicare Benefits Scheme (MBS). They will be responsible of monitoring all phone calls to the unit and as well in the intake email.

### Key responsibilities

- Provide administrative support to the operational function of Elders Groups
- Receive incoming calls to Community Programs and direct them as appropriate
- Process referrals for allied health appointments through MMEX, the My Aged Care portal, CP Intake email address and self-referrals
- Make reminder calls to clients for allied health appointments
- Book cabs for clients in line with VAHS processes
- Other duties as directed

### Prerequisites

- NDIS Screening Check
- Victorian Drivers Licence
- Victorian Working with Children Check
- National Police Check

### **How to Apply**

Please send your application, which must include a cover letter and curriculum vitae, via [employment@vahs.org.au](mailto:employment@vahs.org.au) by Sunday 9pm, 17 August 2025.