

Practice Manager, Preston

- 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
- Maternity Leave Contract

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

Reporting to the W&C manager, the Practice Manager plays a pivotal role in overseeing the effective and efficient systems and operations of VAHS Preston medical clinic.

Key responsibilities

- Overseeing the day-to-day operations of the clinic.
- Managing allocated days Nursing duties and clinical operations of the Clinic (Tuesday and Wednesday).
- Implement and oversee the systems and ensuring staff are utilising them efficiently
- Maintain National Standards for Accreditation.
- Optimise Medicare opportunities
- Participate in relevant VAHS meetings and workshops/forums
- Ensuring eligible Medicare claims and billing are fully up to date.
- Champion holistic care approaches including development of triage processes, continuous improvement, assessment, care planning, and health promotion.
- Maintain awareness of current and new legislation to ensure VAHS is complying with all statutory and regulatory obligations.

- Oversee the monitoring and management of Cold Chain Processes and report any cold chain breach as per the cold chain policy and procedures.
- Adhere to the VAHS Accreditation Standards and Clinical Guidelines.

Prerequisites

- Qualifications in Practice Management, Healthcare Administration, Management, or related field highly regarded.
- Victorian Working with Children's Check
- National Police Check
- Drivers Licence
- Current Nurse Immunizer Certification or willingness to obtain.
- Qualified Registered Nurse Division 1 with current registration with AHPRA

How to Apply

Please send your application, which must include a cover letter and curriculum vitae, via employment@vahs.org.au before Sunday 9pm, 21 September 2025.