

## Health Informatics Officer

*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 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

This position sits within the ‘Health Informatics Team’ (or HIT team). The HIT team are responsible for all health informatics activities, including MMEx training and support, data cleansing, data extraction and analysis, organisational reporting requirements, data sovereignty and MMEx system development

The Health Informatics & Systems Support Officer role will have a specific focus on system administration, staff training and support, data quality and continuous quality improvement.

### Key responsibilities

- System administration of an Electronic Healthcare Record (MMEx), including user management, permissions/access management and other types of system admin requirements.
- Supporting all staff with MMEx issues and enquiries, including at times following up with the MMEx development team from ISA.
- Providing training to all new staff, as well as regular refresher training to all existing staff, across all sites.
- Supporting staff with improving data entry, data quality and data integrity.
- Draft and publish resources, including procedures and ‘how to’ guides as required outlining current and new operating processes relating to MMEx.
- Support with MMEx system development projects to meet VAHS evolving needs.
- Commitment to the values of confidentiality, privacy and sovereignty of health information.

- Working collaboratively with other members in the HIT team and attending all team meetings.
- Other duties as requested by Team Lead and/or management

### **Prerequisites**

- A health-related tertiary qualification or equivalent experience.
- Victorian Working with Children's Check
- National Police Check
- Drivers Licence

### **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) before Sunday 9pm, 19 October 2025.