



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

Medical Receptionist | South Morang Clinic

- 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 and enter the workforce
- Not for profit Salary Packaging available
- Casual 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 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 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

The Medical Receptionist is responsible for meeting and greeting patients at the reception area and waiting areas. Receiving and coordinating incoming telephone calls, arranging medical practitioner appointments, ensuring Medicare procedures are followed, arranging patient pick up and directing medical staff correspondence.

Key responsibilities

- Oversee the day-to-day running of all administrative matters such as mailing, faxing, and scanning etc.
- Liaise and manage patient requests professionally, over the phone, electronically, and/or face to face.
- Communicate effectively with all clinical staff when and if required via secure messaging.
- Participate in the monitoring and updating, where relevant, of the clinic’s policies and procedures.
- Maintain a high level of professionalism and confidentiality.
- Adhere to the VAHS Accreditation Standards and Clinical Guidelines.

Prerequisites

- The capability and engagement to understand the philosophy and principles of Aboriginal Community Control and transforming it into practice.
- Demonstrated capability to achieve the key responsibilities.
- Demonstrated commitment to Health, Safety and Wellbeing of self and others and Child Safety.
- Excellent communication skills, written and verbal.

How to Apply

Please send your application, which must include a cover letter, resume and responses to the selection criteria, via employment@vahs.org.au before Sunday 9pm, 7 December 2025.