

Intake Practitioner

Position: Permanent, Full Time
Location: Hastings

- Salary Packaging options available
- 14-week paid parent leave
- Paid Christmas closure
- Professional development and training opportunities

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 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 Intake Practitioner will coordinate all intake, assessment, admission and exit planning aspects of the client journey to and from the Bunjilwarra Koori Youth Healing service. The Bunjilwarra model of care leans heavily on the Social and Emotional Wellbeing (SEWB) framework and youth Alcohol and Other Drug (AoD) resilience frameworks to provide a safe, healing residential environment for Aboriginal youth (16-25 years).

Key Responsibilities:

- Coordinate Intake and Assessment process for new referrals to Bunjilwarra
- Liaise with young people, families and referring
- Manage and resolve any risks and other issues that may arise
- Collaborate with detox facilities
- Complete all clinical notes and enter into relevant information system
- Work alongside Bunjilwarra care coordinator and key workers
- Build strong relationships with Bunjilwarra staff and state-wide partners(particularly bed-based services)
- Contribute to an environment that is inclusive, supportive and collaborative

Prerequisites:

- Victorian Working with Children's Check
- National Police Check
- Driver's License.

How to Apply:

Please send your completed application, which must include a cover letter and curriculum vitae, via employment@vahs.org.au before Sunday 9pm, 4 January 2026.

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”).