

Medical Receptionist & Administration Officer

- Identified position
- Located at Preston site
- Salary Packaging options available

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 Medical Receptionist & Administration Officer will ensure all patients receive excellent service in a professional and caring environment. This role will involve a wide range of administrative tasks, including but not limited to organising appointments, maintaining records, distribution of medical correspondence and other tasks to ensure smooth and efficient functioning of the practice.

Key Selection Criteria

To be considered for this role you must have the following:

- 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.
- High level of administration skills, attention to detail and accuracy.
- Good knowledge of Microsoft Applications; Outlook and Word.
- Excellent communication and interpersonal skills
- Strong work ethic with drive to succeed.
- Ability to manage sensitive and confidential information with discretion.
- Have a proactive and solution-oriented mindset.

Desirable:

- Knowledge of MMEx
- Certificate in Office Administration or willing to undertake further training.

How to Apply

Please forward your covering letter (addressing the key selection criteria) and resume to Employment@vahs.org.au before Sunday 9pm, 16 June 2024.

This position is not available to persons not of Aboriginal and/or Torres Strait Islander descent. (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")