

Operations Systems Manager

Dubbo Regional Aboriginal Health Service (DRAHS) has a leadership opportunity for an Office Systems Manager to join their multidisciplinary Health team. The role of the Operations and Systems Manager is to manage Reception staff and to assist the Practice Manager with the daily operations of Dubbo AMS to the highest standard of care and efficiency. The objective is to ensure the ongoing provision of the highest standards of care to clients of DRAHS through the provision of clinical and related services.

Note: This is an Aboriginal or Torres Strait Islander identified position authorised by Section 14 of the Anti-Discrimination Act 1977, NSW

SELECTION CRITERIA

- Must be Aboriginal or Torres Strait Islander (N.B. An applicant's race is a genuine occupational qualification and is authorised under Section 14 of the Anti-Discrimination Act 1977, NSW); (Proof in writing of Aboriginal or Torres Strait Islander descent has been passed by a resolution at a Board meeting by an Aboriginal Incorporated Organisation will be required)
- Must have at least three years of management experience and prior experience in Managing staff on a day-to-day basis.
- Strong attention to detail.
- Excellent time management skills with proven ability to multitask.
- Knowledge of Medicare and bulk billing processes.
- Exceptional customer service skills.
- Demonstrated ability to manage and work as a part of multi-disciplinary team.
- Demonstrated knowledge and understanding of AGPAL Accreditation.
- Demonstrated knowledge of and commitment to continuous quality improvement.

1. DESIRABLE SELECTION CRITERIA

- Understanding of EEO's, EAPS, and ethical work practice principals.
- Demonstrated experience of working in Aboriginal communities.
- Current NSW Working with Children's Check
- Current Criminal History Check
- Current First Aid & CPR Certificate

2. ADDITIONAL FACTORS

- Possession of a current 'C' Class Open, P1 or P2 Driver's License valid in NSW is required;
- Proof of vaccination must be provided upon acceptance of appointment.

The salary is negotiable based on experience.

All applications **must** include a cover letter, current resume and contact details of two referees and be received by no later than 5pm Tuesday 5th November 2024. Please email your application to hr@ctservices.com.au or mail to PO Box 36 Coonamble NSW 2829

Please Note: all mail applications must be received by the closing date with all the criteria addressed.

