Practice Manager
Yerin Aboriginal Health Services
Wyong, NSW

About Our Client:
Established in 1996, Yerin Aboriginal Health Services, is the governing administrative body of Eleanor Duncan Aboriginal Health Centre, which has 3 locations in Wyong employing 23 staff. The organisation is located in the hub of Wyong with an Aboriginal population of 5,500.

Yerin is a community-controlled organisation whose core business is the provision of health services. Yerin is funded by a combination of State and Federal Departments to provide health/welfare related services to members of the local Aboriginal community on the Central Coast, NSW.

The Job Description:
Reporting to the Chief Executive Officer and as an integral part of the leadership team, you will be responsible for providing expert leadership and management to a team of health related employees and specialists, who are focussed on the delivery of quality health and family services to the local Aboriginal community. Overseeing the management of the main practice in Wyong you will also have the responsibility for co-ordinating the outreach program in Umina.

It is the responsibility of the Practice Manager to ensure a proactive approach is followed in project development and delivery and that all employees work within their funding guidelines. Responsibilities will include preparation of submissions to negotiate and secure funding to execute proactive programs that will enhance the health outcomes for Aboriginal clients at risk.

The Practice Manager will work cooperatively with Health professionals to ensure the efficient operation of the Medical Service and that the service delivery meets clients needs. You will also manage external community relations and expectations, developing strategies to ensure continuous positive relationships are met.

The Practice Manager is responsible for ensuring best practice in primary health and clinic standards are followed, regularly reviewing the operating environment to guarantee eligibility and practice accreditation.

The Successful applicant:
We are seeking to appoint a highly motivated individual with strong organisational skills. You will have the ability to manage multiple tasks and goals, problem-solve and maintain high ethical standards, tact and diplomacy skills. You need to be a team player with strong communication skills and proven experience in building and managing relationships, preferably with a community medical background and an understanding of the Aboriginal community.

This is an Aboriginal Australian identified position. Yerin considers that being an Aboriginal Australian is a genuine occupational qualification under the Anti Discrimination Act 1977 (NSW).

To be a successful applicant for this position you must possess the following qualifications and skills:

- Relevant Community Project Management experience including writing submissions to gain funding;
- Effective leadership and people management and development skills and demonstrated ability to build productive internal and external relationships;
- Experience directly related to the duties and responsibilities specified including communication and negotiation strategy and techniques, budgeting and reconciliations, relationship building, strategic planning, business development, events and public relations;
- Experience in a Senior Management role;

The Offer:
- Wyong location, close to train station;
- Use of company car;
- A remuneration package will be negotiated with the successful applicant, dependent on experience and qualifications.

To apply for the position, please submit a cover letter addressing the selection criteria and your resume to recruitment@inspire-success.com
Closing date is 25 October 2013