

Health Program Manager – 30hrs/week

The opportunity

Ballarat & District Aboriginal Cooperative (BADAC) is looking for a highly motivated and enthusiastic Health Program Manager to join our medical team.

It is an opportunity to work for a well-established and highly regarded ACCO (Aboriginal and Torres Strait Islander Organisation) in the medical clinic which not only services the Indigenous community but also the wider community of Ballarat. The team is very friendly and are supportive of each other.

An exciting part of this position is that you will play an integral role in our brand new medical facility opening in March 2019, complete with state of the art consultation rooms and administration areas.

The role

This exciting position presents the opportunity to provide strategic and operational leadership for our medical service. The key to succeeding in this role will be your passion, knowledge, innovation and ability to lead and support the staff of doctors, registrar, nurses, allied health, Aboriginal health workers and administration.

About BADAC

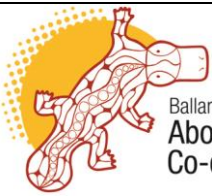
The Ballarat and District Aboriginal Co-operative (BADAC) was established by members of the Ballarat and district Aboriginal community in 1979. BADAC delivers a comprehensive range of health, social, welfare and community development programs to local Aboriginal people. Since 1979, the organisation has grown considerably to a staff of 100 delivering a wide range of services, underpinned by Social Inclusion principles, which incorporate the following programs:

- Health and Home Care
- Social and Emotional Well-being
- Family Support
- Care Services
- Family Violence and Justice
- Early Years and Youth

BADAC is the Aboriginal Community-Controlled Organisation (ACCO) for the Ballarat and District area, covering 4 local government areas (LGAs). Our services are open to all members of the public, with priority given to our members. BADAC is focused on prevention and early intervention, always with a client-centred approach, to ensure that our clients are personally engaging in the development and nurturing of their own futures.

Our vision:

“Ballarat and District Aboriginal Co-operative exists to achieve self-determination for the Aboriginal community, enabling stronger families by ensuring equal opportunities in



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*health, housing, education, employment and justice through a holistic
and culturally relevant approach."*

Our Values:

Honesty
Accountability
Leadership
Excellence
Respect

Position Title:	Health Program Manager
Responsible to:	Executive Manager of Health and Home Support
Salary:	\$70,000 - \$80,000
Hours:	30 hours per week
Status:	Permanent Part-time

1. Key Duties & Responsibilities:

- 1.1. Provide daily management across the clinic to ensure that it is able to deliver exemplary quality of care and services to its clientele.
- 1.2. In collaboration with the Clinical Team Leader/CQI Officer and the Executive Manager of Health, coordinate and manage the accreditation process including but not limited to the development of policies and procedures, coordination of the process, adherence to standards etc.
- 1.3. Work in a culturally respectful way to ensure the indigenous community are comfortable and safe within our service.
- 1.4. Investigate and manage incident reports as required.
- 1.5. Assist in the recruitment process of staff and HR management, including supervision, appraisals and individual work plans.
- 1.6. Prepare and develop funding agreement action plans and the clinics operation plan which is a bi-product of the organisations strategic plan.
- 1.7. In collaboration with the Clinical Team Leader/CQI Officer, complete all reports required by our funding bodies.
- 1.8. Supervise administration components of the clinic and responsibility for finance within the clinic including Medicare batching, third party billing and reconciliation. Also manage operating expenses.
- 1.9. As required actively contribute to the development of funding submission processes.

- 1.10. Investigate and manage incident reports as required.
- 1.11. Implement new programs to improve quality, revenue, customer service and patient care.
- 1.12. Engage with stakeholders and governance committees as required.
- 1.13. Participate in ongoing training and development to enhance practice management skillsets.
- 1.14. Actively support and work toward the ongoing development of all staff within the medical clinic. This includes the fostering of a learning environment.
- 1.15. Perform duties as required and directed by the Executive Manager of Health and Home Support

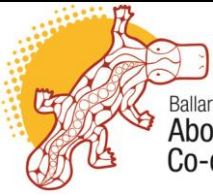
2. Key Selection Criteria:

- 2.1. Diploma of Practice Management/Business Management or working towards.
- 2.2. At least 2 years experience as a Practice Manager with sound understanding of Medicare Benefits Schedule.
- 2.3. Demonstrated ability to deliver best practice and guide and motivate staff to achieve excellence within the clinic.
- 2.4. Sound knowledge of RACGP standards, policy and practice requirements relating to accreditation
- 2.5. Demonstrated ability to manage, prioritise and direct staff in service delivery activities.
- 2.6. Highly developed interpersonal & communication skills including demonstrated ability to communicate effectively with a wide range of people, including clients, staff, other health & community services.

Aboriginal and Torres Strait Islander People are strongly encouraged to apply.

3. Other Relevant Information:

- 3.1. It will be a requirement to actively participate in general staff meetings & any other relevant forums, including staff development sessions.
- 3.2. The incumbent will be required to adhere to BADACs compliance policy which includes:
 - National Police Check
 - Working with Children Check
 - Must hold a current Victorian Drivers License.
- 3.3. BADAC is committed to the ongoing Professional Development of all its employees & encourages them to attend educational activities that will enhance the employee's ability to perform their tasks.



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3.4. The employee will be required to sign a confidentiality agreement at commencement of employment.

3.5. BADAC is a Child Safe organisations and all employees are expected to adhere to our Child Safe Guidelines.