

APPLICATION INFORMATION

PIONEER HEALTH ALBANY:

Pioneer Health is a large practice and currently has 26 GPs working from within the practice. Pioneer has 16 consulting rooms, 5 treatment rooms, 1 enhanced patient care room and 2 special services rooms. The practice is owned by Dr David Tadj and Dr James Turner, with Jeni Anning as the General Manager. The practice has a strong culture and prides itself on being inclusive, welcoming, supportive and fun!

POSITION DESCRIPTION SUMMARY:

This is a new position that will work alongside the clinical and non-clinical teams at the practice. The role will involve supporting, developing and implementing programs that enhance patient care, specifically regarding Chronic Disease Management and Health Assessments.

The Enhanced Primary Care Administrator will work closely with the management team to develop this new position, and will be well supported as we discover how best to achieve the desired outcomes.

The role aims to enhance the provision of proactive healthcare at the practice and provide valuable administrative support to our GPs and patients.

WORKING HOURS:

Part time* - flexible working hours

*Full time options are available if preferred

SALARY:

Negotiable, depending on skills and experience

DOCUMENTATION REQUIREMENTS:

- Training in CPR, as required by the accreditation standards (provided by practice upon commencement of employment)
- A current Criminal Record Screening
- Work rights in Australia or be eligible for such.

SELECTION CRITERIA:

ESSENTIAL

- Strong communication skills, both written and verbal
- Highly organised and able to plan, schedule and follow through on multiple tasks and responsibilities
- Ability to utilise various technology platforms to extract data and action accordingly
- Goal orientated with the ability to problem solve through negotiation, discussion and innovation
- The ability to (and enjoyment of) work within a cohesive, collaborative team environment
- Competent in building customer and stakeholder relationships

DESIRABLE

- Previous experience in a general practice or primary care setting
- An understanding of the Medicare Benefits Schedule

WHAT TO INCLUDE IN YOUR APPLICATION:

- 1) Covering letter, including contact details, which addresses the selection criteria.
- 2) Current CV including at least 2 referees

Please submit application via email to:
tanya.staude@pioneerhealth.com.au

For further enquiries, please contact Rianan Simpson at Pioneer Health on 9842 2822.

Applications close 5pm, Friday 17th March 2023.