



**Practice Manager Mission Health (30.4 hours per week, Fixed 12-month term)**

Mission Health is a free health service offered to clients of City Mission in Wellington Street Launceston. Following funding from the State Government, City Mission will be extending the hours of operation of the service and we are seeking an experienced Practice Manager.

The Practice Manager will manage the service and the team of paid and volunteer doctors, nurses and allied health professionals in order to provide high level care to individuals who struggle to engage with other health care services.

**SELECTION CRITERIA** (please address selection criteria in your application):

**Essential Qualifications/Experience:**

- Minimum of 3 years' experience as a Practice Manager
- Diploma of Practice Management or willingness to obtain
- Demonstrated skills in leading a multi-disciplinary team
- High level communication skills
- Excellent time management skills
- Experience with MS Office and appropriate medical software
- Working With Vulnerable People check or willingness to obtain
- National Police Check is required for all roles at LCM
- WWVP is required for all leadership team member roles and all client services staff.

**Desirable Qualifications/Experience:**

- Experience or demonstrated capacity to work in an organisation adopting a Christian ethos.
- Experience with Medicare processes
- Demonstrated ability to develop and maintain strong networks with external stakeholders

The Practice Manager provides high level practice management and administrative support to facilitate a high level of care to the client cohort in alignment with the business and strategic plans of Mission Health and Launceston City Mission. The Practice Manager is responsible for overseeing the day-to-day functioning of the clinic and through the development, implementation and refinement of systems, will work to ensure efficient and smooth service delivery and general operations. The role will manage human resources, maintain financial records and implement quality systems, ensuring the smooth and efficient functioning of the practice.

The salary will be based on the Social, Community, Home Care and Disability Services Industry Award 2010. As a Public Benevolent Institution, Launceston City Mission employees are eligible to salary package through our approved provider.

If you have a passion to work as part of a friendly team in a caring and compassionate environment, knowing that our success will be directed towards those struggling with homelessness and associated problems, we encourage you to apply.



Please send your application **addressing the selection criteria** and your ability to effectively perform the primary tasks above to the Manager People & Culture, Launceston City Mission, PO Box 168, Launceston, or upload it to the SEEK website.

A full job description is available by phoning 6335 3000 during office hours, by emailing [office@citymission.org.au](mailto:office@citymission.org.au), or via our website – [www.citymission.org.au/support-us/work-with-us](http://www.citymission.org.au/support-us/work-with-us)

**Applications close on Monday 13<sup>th</sup> November at 9:00am.**