



For over 30 years, Yadu Health Aboriginal Corporation (YHAC) has provided an affordable and accessible Aboriginal Community Controlled Health service with a range of culturally safe and high-quality services. YHAC strives to improve the wellness and health of Aboriginal and Torres Strait Islander people in our communities within Ceduna and the surrounding areas. YHAC also operate a fully accredited 24-hour residential aged care facility.

Practice Manager

We have an exciting opportunity for an experienced **Practice Manager** to lead our Clinic/Practice Team at YHAC!

We are seeking a highly skilled, motivated, and experienced healthcare professional to oversee the day-to-day operations of our medical clinic. The Practice Manager will be responsible for managing staff, optimising resources, and ensuring the highest standards of patient care and satisfaction. This role requires a proactive individual with exceptional communication and organisational abilities, as well as a deep understanding of healthcare administration.

Working Arrangements:

- Full Time Permanent Position
- 6-month Probationary Period
- Day Shifts Monday-Friday
- Salary Position - \$115,000 - \$125,000 p.a. (negotiable based on experience)

Key Selection Criteria:

- Bachelor's degree in healthcare-related field (master's degree preferred).
- Qualifications in Health Administration, Business Management, or a related field (highly desired).
- Previous experience in a leadership role within a healthcare setting, ideally as a clinic manager or similar position.
- In-depth knowledge of healthcare administration, regulations, and best practices.
- Demonstrated ability to manage budgets, allocate resources efficiently, and optimise clinic operations.
- Proficiency in utilising electronic health records (EHR) and other healthcare management software.
- Excellent communication and interpersonal skills with ability to build relationships with patients, families, and healthcare professionals.
- Excellent organisational and time management skills with the ability to manage competing tasks and priorities.
- Current National Police Check, DHS WWCC, and DHS Aged Care Screening.
- Current First Aid Certificate or ability to obtain.
- Current valid Driver Licence (minimum of Class "C" or equivalent).
- **COVID-19 and Flu Vaccinations not mandatory**, but highly encouraged.

Key Responsibilities:

- Lead and manage the Clinic/Practice to ensure YHACs vision, mission, and values are met
- Review current operational policies, procedures, and protocols and implement changes/improvements, in conjunction with relevant staff and senior management, to ensure efficient clinic functioning.
- Manage clinic resources, including staffing, scheduling, budgeting, and inventory control to efficiently support the Doctor and other medical professionals.
- Monitor and assess clinic performance, identifying areas for improvement and implementing appropriate strategies to ensure an appropriate model of care is being followed.
- Foster a positive work environment that encourages teamwork, open communication, and professional growth.
- Manage staff performance and provide regular analysis of staff skill levels to determine ongoing suitability for their roles, ensuring staff are best placed within the clinic appropriately to achieve the required clinical outcomes.
- Ensure staff are building and maintaining strong relationships with patients, addressing their concerns and feedback in a timely and satisfactory manner.
- Collaborate with other healthcare professionals and external stakeholders to enhance patient care and service delivery.
- Ensure compliance with healthcare regulations, quality standards, and safety protocols.

Benefits:

- Competitive remuneration package under the CKAHSAC Employees Enterprise Agreement.
- Access to salary packaging options to increase your take-home pay.
- Ongoing Training Provided + Professional Development Leave (by negotiation).
- Access to an Employee Assistance Program including 24/7 Counselling Services, and exclusive offers which is free to all staff and their immediate family members!
- Relocation Assistance (by negotiation).

If you are a dedicated professional with a passion for healthcare management and improving Aboriginal patient outcomes, we would love to hear from you!

SEEK AD Link: [Practice Manager Job in Ceduna, Whyalla & Eyre Peninsula SA - SEEK](#)

Applications must be submitted by **15th January 2025** and will only be accepted directly through the advertised job platform or via email – jobs@yadu.org.au.

Only shortlisted applicants will be contacted.