



Position Vacant

Practice manager – Permanent, Full Time

We would love you to be part of our amazing practice. We want you to enjoy coming to work! We are looking for an experienced full-time practice manager who will be responsible for overseeing the daily function of the medical centre. You will ensure the practice operates in a smooth in orderly fashion to create the best patient experience.

Omeo District Health (ODH) is located in the East Gippsland High Country (Omeo & District) and is the gateway to the spectacular Alpine region of Victoria. Surrounding Omeo is an abundance of national parks, Victoria's highest mountains, lakes, rivers and vineyards. Omeo is a lifestyle destination with Dinner Plain, Mt Hotham and Falls Creek alpine snow resorts only a short drive for snow enthusiasts during winter and for hikers and mountain bikers during the summer months. You have local access to alpine and cross-country skiing, bushwalking, rock climbing, fishing, horse riding, road cycling and more. Enjoy a scenic drive along the iconic Great Alpine Road to take in the spectacular alpine scenery.

Omeo will soon have its own Mountain Bike Park with over 100kms of trail being constructed over the next 12 months. The Omeo and District region is the ideal location for raising your family with attractive parks, picnic areas, great schools and a swimming pool. Omeo District Health is an integrated Small Rural Health Service that provides a wide range of health and support services to our local communities including Urgent care, Acute care, Transition care, Aged care, Primary care via our GP Clinic and a broad range of community and home-based services.

The successful candidate will be results driven and be passionate about motivating and leading their team and delivering outstanding customer service. They will be highly organised, have the ability to prioritise, have attention to detail and have excellent written and interpersonal communication.

Should you wish to discuss the role further, please contact Darren Fitzpatrick on 5159 0100 or via email at darren.fitzpatrick@omeoohs.com.au

If interested to apply, please submit your Cover letter and Resume to:

Katie Van Heek HR Officer, marked 'Private and Confidential', Omeo District Health

PO Box 42

Omeo Vic 3898

Or via email to katie.vanheek@omeoohs.com.au

For a full position description refer to (link) [https://www.odh.net.au/assets/Careers/2022/practice-manager-pd---medical-centre---2022-\(1\).pdf](https://www.odh.net.au/assets/Careers/2022/practice-manager-pd---medical-centre---2022-(1).pdf)

(or visit our website www.odh.net.au or

Closing Date: 06/11/2022

Omeo District Health is a merit-based equal opportunity employer and encourages applications from people of all cultural backgrounds, including diversity (LGBTIQ) and people with a stability.