



Practice Leader (12-month contract)

About the business

Mernda Village Medical Centre forms part of a broader group of medical practices in the North and North East of Melbourne. We are currently looking for a Practice Leader (12-month contract) to join our team at Mernda. Our team of GPs, Nurses, Reception and Allied Health are a group of highly experienced and educated professionals who make up our friendly and supportive team.

This working environment encourages all of our staff to develop strong relationships with patients and each other and helps us provide better health care to everyone who needs it in the local community. If you like the sound of this opportunity, please keep reading!

The Role

Mernda Village Medical Centre is looking for a Practice Leader with strong leadership skills that can support the team in what is a very busy clinic. The role will be responsible for managing and supporting our team of receptionists and working closely with our general practitioners and allied health professionals.

This is a 12-month contract which is a full-time position and you will be reporting directly to our Group Operations Manager. The successful applicant will be responsible for dealing with all day-to-day operational requirements of running a professional medical centre.

Key Responsibilities

- Identify, review and trouble shoot operational issues
- Monitor practice safety and standards across the clinic
- Provide exceptional customer service
- Monitor rosters and budgets
- Manage and develop staff
- Work within documented policies and procedures

Experience

- Leadership and management experience
- Business administration qualification or Diploma of Practice Management (desirable)
- Strong organisational and time management skills
- Outstanding communication and customer service skills
- Excellent computer skills
- Personable approach
- Positive and professional attitude
- Excellent presentation and professional manner

- Must be able to demonstrate flexibility

The Rewards

This is an exciting opportunity to work as part of a busy practice. You will be provided with full training to ensure you hit the ground running and work with a great team of people in modern facilities.

If you are interested in this role, please send through a covering letter and resume to Louise Brooks email lbrooks@lifelonghealthcare.com.au .