



Eumundi Combined Community Organisation Ltd

PO Box 482  
Eumundi 4562  
ACN 133 941 278

## Eumundi Family Medical Centre

### Medical Practice Manager/Receptionist

Full-time Medical Practice Manager/Receptionist required to commence in late April/early May at a community owned medical centre at Eumundi serviced by a full-time GP. This new position reports to the directors of a not-for-profit public company Eumundi Combined Community Organisation Ltd and requires the efficient management of the centre, as well as general administration and patient management.

Applicants need to be experienced and computer literate including with Pracsoft and Medical Director or similar packages; must possess excellent workplace interpersonal and organisational skills, and be able to communicate successfully with members of the community and to interact with various government bodies including Medicare, DVA, Qld Health and others. Knowledge of Medicare online claiming would be advantageous. The successful applicant will be highly organized, able to work well professionally with little daily supervision and to be able to demonstrate strong community values. Knowledge of QuickBooks is desirable. A nursing qualification and or nursing knowledge and experience would also be advantageous.

**Please apply by submitting a C/V and covering letter including two professional referees contact details on or before 17 March 2011 by email to [eumundimedical@gmail.com](mailto:eumundimedical@gmail.com)**

**For enquiries about the position please phone Joyce on 5442 8456 or email [eumundimedical@gmail.com](mailto:eumundimedical@gmail.com)**

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Please note that interviews for this position are expected to be held at the proposed **Eumundi Family Medical Centre** at 3/2-6 Etheridge Street, Eumundi QLD 4562 in the week commencing 21 March.

The interview panel will include representatives of ECCO directors, an HR professional and a Sunshine Coast medical consultant.

The rate of pay for the **Medical Practice Manager/Receptionist** position will be commensurate with industry standards and the experience, qualifications and skills of the successful applicant.

Please consider the position description overleaf before completing your application.

Thank you for considering the information pack for the managerial position for a community owned family medical centre.

ECCO reserves the right not to appoint, to re-advertise or to appoint by invitation.

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## Position description - Medical Practice Manager/Receptionist

1. **Planning:** set the centre's goals in keeping with the constitution of Eumundi Combined Community Organisation Ltd, plan strategies for achieving goals and provide regular performance reports on implementation;
2. **Patient management and clinical and non-clinical support:** Provide reception duties for the Centre and maintain confidentiality and accuracy in patient records. Provide clinical and non-clinical support to the GP consistent with competence and on an agreed basis to optimise community medical services;
3. **Human resources:** recruit, and manage any additional staff, ensure training for any non-clinical staff and conduct annual performance reviews. Maintain payroll and ensure personnel records are kept for each staff member;
4. **Systems:** constantly review systems, review efficiency, create quality improvements, co-ordinate monthly meetings with doctor, staff and directors and make a monthly written report for directors in an agreed format making recommendations for the development of the Centre;
5. **Finances:** maintain bookkeeping records, GST, BAS, PAYG. Ensure cash flow, debtors, creditors, general ledger maintenance. Prepare financial reports for directors, keep petty cash;
6. **Equipment, consumables and software:** ensure smooth operation of software systems, ensure backup is done correctly and taken off site daily. Arrange regular maintenance of equipment as per manufacturer recommendations and to ensure long life; ensure appropriate supplies of consumables are on hand and that waste is minimised;
7. **Compliance:** ensure the practice complies with all industry standards, keep accreditation current, and ensure compliance with OHS, privacy and tax laws. Ensure practitioners are aware of changes in Medicare legislation, changes and additions to item numbers. Educate staff on changes;
8. **Community relations:** maintain a high community profile for the Centre and develop relationships that enhance the reputation of the Centre and progress the Centre's capacity to be a model of community medicine best practice.