



Health Information Manager

- Part time opportunity (0.4)
- World class facility based in Geelong
- \$90k plus super plus salary packaging

Anam Cara House Geelong (ACHG) is a values-based organisation. We care deeply about our community and our people. We pride ourselves on offering a flexible and inclusive workplace in a supportive team environment.

Our new, world class facility has been built at Deakin University (Waurm Ponds) and has been designed to provide community palliative care in a home-like environment when people need it most, including end-of-life and overnight palliative care, which also supports the carers and family members of our guests.

About The Role:

The Health Information Manager at Anam Cara House Geelong is responsible for managing and organising guest health information. This role is crucial in maintaining the accuracy, security, and accessibility of medical records and health data.

The Health Information Manager plays a critical role in ensuring that ACHG maintains accurate and secure guest health information, complies with relevant regulations, and uses health information effectively for guest care, organisational decision-making and reporting requirements. The Health Information Manager contributes to the overall quality and efficiency of services provided at ACHG.

About You:

- You have strong communication skills, particularly in dealing with healthcare providers, administrators, and regulatory bodies and the ability to work collaboratively with various stakeholders.
- You have experience in maintaining data quality standards and generating reports for healthcare decision-making and quality improvement.
- You have strong interpersonal skills to effectively interact with guests, healthcare professionals, and staff.
- You have a bachelor's degree in Health Information Management or a related field.
- You have a strong understanding of Australian healthcare regulations, including compliance with the Health Practitioner Regulation National Law, National Registration and Accreditation Scheme (NRAS), and other relevant state and federal laws.
- You have knowledge of the Australian healthcare funding and reimbursement systems, including the Medicare Benefits Schedule (MBS) and the Pharmaceutical Benefits Scheme (PBS).

Why Join the ACHG Team:



- Make a difference: Contribute to the well-being of guests with your exceptional skills.
- Growth opportunities: Advance your career in a supportive environment.
- Collaborative team: Join a diverse group of professionals who share your passion.
- Competitive remuneration: We value your skills and offer competitive remuneration with salary packaging.

If you're ready to join a for purpose organisation in a unique healthcare setting, apply today by sending your resume and a cover letter outlining your relevant experience to peopleandculture@achg.org.au. Join us in providing outstanding patient care and become an essential part of our team! Please note that we will review applications as they are received.

For further information, please review the [Position Description](#).

We are an inclusive employer and encourage applications from everyone, even if you don't feel you meet 100% of the position requirements. We value our staff for their unique qualities, ideas and insights. People bring a range of skills and perspectives to the workplace. This may be due to gender, race, ethnicity, disability, age, sexual orientation, gender identity, intersex status or other differences.

A diverse workforce with a range of different backgrounds and perspectives provides us with a broader range of ideas and insights to draw on in decision-making and policy development. A workplace that reflects the community that we support and serve will lead to improved service delivery and a more inclusive community for all.