

POSITION DESCRIPTION

- **Position:** Practice Manager (35hrs per week: 9am-5pm - Mon-Fri)
- **Program/Team:** Yerrabi Yurwang Health Hub
- **Reports to:** Chief Executive Officer
- **Salary:** Negotiable, dependent on experience and qualifications
- **Bench-Mark Award:** Nurses Award (2020)
- **Plus:** Superannuation at ATO SGP rate and excellent salary packaging
- **Plus:** Public Holidays, NAIDOC Day, Ex Gratia Days at Easter and Christmas
- **Probationary period:** A six-month probationary period applies to this position
- **Aboriginal and Torres Strait Islander Peoples are strongly encouraged to apply**

Yerrabi Yurwang Child & Family Aboriginal Corporation is recruiting for a **Practice Manager** to lead and manage our AGPAL and QIC accredited affiliate located at Macquarie, **Yerrabi Yurwang Health Hub**. This role offers an exciting opportunity to drive culturally appropriate and responsive wholistic primary health care and deliver clinical and non-clinical services that are meaningful and innovative. As Practice Manager, you will be improving health outcomes for Aboriginal and Torres Strait Islander (TSI) people and contributing to a growing general practice with a network of allied health professionals, ensuring coordinated care for our patients.

THE ORGANISATION

Yerrabi Yurwang Child & Family Aboriginal Corporation (est. 2019) and its affiliates **Yerrabi Yurwang Health Hub (Health Hub)** and Yerrabi Yurwang Housing (est. 2024) (all referred to as Yerrabi), were established due to the high unmet health and wellbeing needs of the local Aboriginal Community residing in Canberra's North-western Ngunnawal region. *Yerrabi Yurwang* means to 'walk strong' and was bestowed upon the organisation by our esteemed and respected *Ngunnawal Elder Auntie Agnes Shea OAM*, who was also a Founding Board Member of *Yerrabi Yurwang* and our Inaugural Patron. Yerrabi Yurwang operates in the Northwest of the Australian Capital Territory, part of the traditional lands of the *Ngunnawal People*. Yerrabi is an Aboriginal Community Controlled Health Organisation (ACCHO), which means it is owned and operated by Aboriginal People, for Aboriginal People, and is committed to the principle of *self-determination*, whereby we engage and empower Aboriginal People and their Families who utilise *Yerrabi Yurwang's* services.

THE PROGRAM

At our **Health Hub** we provide culturally appropriate comprehensive primary health care services to Aboriginal and Torres Strait Islander people. Our team includes General Practitioners, Aboriginal Health Practitioners along with visiting specialists, who are all committed to delivering excellent health and wellbeing care to our patients. Our **Health Hub** is more than treating illnesses, we understand the importance of family in the healthcare journey. That's why our services and programs are designed to engage not just individuals, but entire families in the pursuit of better health. We strive to ensure every family member is involved in maintaining their overall health and wellbeing; i.e., social, emotional, physical, and spiritual. Clinical services available at our **Health Hub** are: Chronic Disease Management, Mental Health Care Plans, 715 Aboriginal Health Checks/Assessments, Optometry Clinics, Immunisations, Antenatal Care, Acute Illness, Injury Management and Integrated Team Care.

THE ROLE

As Practice Manager, on a daily basis you will lead and manage our **Health Hub** team to ensure a smooth and efficient functioning general practice. You will also play a pivotal role managing our supportive multi-disciplinary team to deliver high quality, evidence-based holistic primary health care. You will also play a role in optimising Medicare billing and Best Practice patient processes, driving our **Health Hub's** clinical and non-clinical operational efficiency for compliance and governance requirements in collaboration with our Executive Manager, Quality & Compliance.

Please note, based on [ACT Government and CAPO requirements](#) and guidelines, successful candidate will undergo a Community Agency Employee Check for this role/position and need to:-

- Complete a Community Agency Employee Check application for assessment and clearance.
- Provide a current National Police Check (*if you have resided overseas in the last 10 years you are also required to provide an International Police Check*)
- Provide a current Working with Vulnerable People Check.
- Provide a current Driver's License.
- *Yerrabi will reimburse costs for CAPO clearance checks on receipt of evidence paid.*

KEY RESPONSIBILITIES

- Perform, manage and lead the day-to-day clinical and non-clinical operations of the **Health Hub**, including bulk billing, staff training, coordination, scheduling, and resource management.
- Provide good clinical care through clinical leadership and management practices.
- Provide good clinical care through continuous quality improvement practices.
- Provide good clinical care by applying essential governance, compliance and safety practices.
- Provide good clinical care by applying quality control requirements and practices.
- Provide good clinical care by incorporating and coordinating infection prevention and control practices.
- Implementing and optimising practice policies and procedures for compliance and governance requirements.
- Liaising effectively with specialists, staff, and external stakeholders.
- Maintain current accreditation processes (e.g. AGPAL/QIC and QPA), policies and audits.
- Ensure compliance with relevant legislation including the Fair Work Act, Health Records Act, and privacy laws.

ESSENTIAL CRITERIA

- Current AHPRA registration as a Registered Nurse.
- Clinical experience in the assessment and treatment of illness and injury and health promotion relevant to the role and within individual scope of practice.
- Minimum 3 years' experience in working in a general practice and/or clinical setting.
- Demonstrated extensive professional and/or leadership experience.
- Strong understanding of Medicare, MyHealth Record, Practice Incentives Program (PIP), and accreditation frameworks.
- Demonstrated experience with clinical management systems and patient engagement platforms, preferably Best Practice.
- Advanced computer literacy, interpersonal, communication and negotiation skills (written and verbal).
- Knowledge, understanding and experience in quality improvement, its practical application in meeting patient's needs and quality service delivery.
- Demonstrated experience with clinical governance, quality improvement practices and requirements.
- Current drivers' license.

DESIRABLE CRITERIA

- Demonstrated experience working in the Aboriginal Community Controlled Health sector.
- Demonstrated understanding of key Aboriginal and Torres Strait Islander cultural issues influencing practice, patient relationship and patient need.

WHAT YOU CAN EXPECT

- Be part of a hardworking, good humoured and supportive team.
- Work in an organisation that values its people promotes a strong sense of belonging and community.

FOR MORE INFORMATION

If you have any questions about this position and opportunity, please contact:

Executive Manager, Human Resources & Policy: Sheilah Hure - via email at shure@yerrabi.org.au

Using the subject line: Yerrabi Yurwang Health Hub – Practice Manager

CLOSING DATE: Thursday 12th November 2026 – 5pm