



## **PRACTICE MANAGER ADELAIDE CBD FULL TIME POSITION**

### **THE OPPORTUNITY**

Do you like being busy and working in a dynamic environment? If so this could be just the position for you!!

Adelaide Unicare owns and runs 5 General Practices in South Australia. Currently we have a vacancy for an experienced Practice Manager at our **University Health Practice**. This Practice is located on the University of Adelaide's North Terrace campus in the heart of Adelaide's CBD.

### **THE ROLE**

The Practice Manager has day to day responsibility for the operation and business management of the Practice. The position reports to Adelaide Unicare's CEO.

Essential requirements of the role are:-

- Strong track record of innovative and effective practice management in a health service environment, preferably in a GP setting.
- Excellent people management & customer service skills.
- Knowledge of healthcare IT and software.
- Thorough understanding of Medicare billing procedures and rules.
- Prior experience working with University students would be an advantage.

Persons wanting a copy of the position description for this role should visit our website and follow the employment links. The website can be found at

<http://www.adelaideunicare.com.au>.

For the right person, the position could be structured as a part time role. So persons who would prefer a part-time position are also encouraged to apply.

### **THE CONDITIONS**

Strong team orientated support structures & competitive remuneration package on offer.

### **THE COMPANY**

Adelaide Unicare is a company which is 100% owned & controlled by the University of Adelaide.



We have strong ties with the University of Adelaide's Faculty of Health Sciences which offers ongoing networking, training & developmental opportunities.

**TO APPLY**

Please apply by sending an email and your CV to the CEO at [michael.chalk@adelaide.edu.au](mailto:michael.chalk@adelaide.edu.au). Applications will close on 21<sup>st</sup> June 2017.