



Aboriginal Health Council

of South Australia Ltd.

ABORIGINAL HEALTH – OUR HEALTH, OUR CHOICE, OUR WAY

Jurisdictional Coordinator, Optimal Utilisation of the Medicare Benefits Schedule (MBS) Project – Aboriginal Health Council of South Australia Ltd (AHCSA)

Classification Code: AHCSA Level 6

Appointment: Full-time position (1 FTE) until 30 September 2025

About AHCSA:

The Aboriginal Health Council of South Australia Ltd. (AHCSA) is the peak body for Aboriginal health representing our 12 Members in the Aboriginal Community Controlled Health and Substance Misuse Services at state and national levels.

Our primary role is to be the 'health voice' for all Aboriginal people in South Australia. We achieve this by advocating for the community and supporting workers with appropriate Aboriginal health programs based on a holistic perspective of health.

The Jurisdictional Coordinator, Optimal Utilisation of the MBS Project will facilitate the successful implementation of the MBS project within our Aboriginal Community Controlled Health Services (ACCHS). The successful candidate will be responsible for supporting the development of nationally consistent resources and delivering training, education, and support to practice staff and health professionals within our members services. This role involves assessing existing MBS billing practices to create frameworks that enhance client care and streamline MBS claiming processes. The incumbent will work in a collaborative team with the NACCHO National Coordinator, to strengthen and support ACCHS nationally to improve MBS claiming utilising of other primary care funding sources, such as the Practice Incentive Program and MyMedicare.

The incumbent will collaborate with ACCHS to identify service gaps, contribute to Continuous Quality Improvement (CQI) efforts, and assist in the collection of data for monitoring and evaluation. Additionally, the Coordinator will help develop a communications campaign to raise awareness of MBS supports and services. Key responsibilities also include completing the Activity Work Plan, Budget, and Risk Management Plan, as well as providing progress reports, financial acquittals, and a final report within specified timeframes.

Reporting/working relationships:

The Jurisdictional Coordinator, Optimal Utilisation of the MBS Project reports to the General Manager, Programs. This position is expected to work in close collaboration with the NACCHO National Coordinator and all AHCSA staff, Funding Bodies, Key Stakeholders and Community.

Statement of Key Responsibilities:

- Supporting the development of nationally consistent resources to facilitate implementation of the Project;
- Delivering training, education and support for health professionals and practice staff in ACCHS to support the implementation of the Project.
- Working with ACCHS to assess existing MBS-billing practices and developing frameworks, based on this assessment to improve client care, care pathways and efficient claiming of MBS for individual ACCHS.



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- Supporting ACCHS participation in a Community of Practice and establishing other networks for the Project, including but not limited to the Australian Government.
- Working with the National Coordinator and other jurisdictional coordinators and ACHSA CQI team to deliver Continuous Quality Improvement (CQI), share better practices for MBS claiming across the ACCHS sector, and collect data for monitoring, reporting and evaluation.
- Working collaboratively with other jurisdictional coordinators and other key internal and external stakeholders; and
- Undertake data analysis from relevant platforms to inform gaps in Medicare within the ACCHS, reporting and monitoring in line with contract.
- Drive initiatives focused on achieving positive health outcomes in alignment with AHCSA's vision and constitutional objectives.
- Participate and contribute to the member support network meeting.

Qualifications and Experience:

- Demonstrated experience as a high-performing policy or program officer or program management within a health or related field, with proven record of success.
- Demonstrated knowledge and understanding of the MBS (highly desirable).
- Tertiary qualification in project management (desired).
- Well-developed systems and critical thinking with demonstrated problem-solving analytical skills.
- Excellent communication and interpersonal skills.
- Proficient in use of the Microsoft suite of software and databases.
- Demonstrated experience working with Aboriginal people, organisations, and communities, and in developing and maintaining professional relationships with a wide variety of stakeholders.

Aboriginal and Torres Strait Islander applicants are strongly encouraged to apply.

Essential Requirements:

- Awareness and understanding of Aboriginal and Torres Strait Islander culture and values.
- Ability to work effectively with Aboriginal communities, respecting tradition and culture.
- Strong Project management skills with the ability to plan, implement and evaluate programs effectively.
- Understanding of MBS billing practices and the ability to assess and develop frameworks for improving client care and efficient claiming processes.
- Experience in delivering training, education and support to practice staff and health professionals.
- Capacity to work independently and part of a team under broad direction.
- High-level communication skills, both verbal and written.
- Strong analytical thinking, problem-solving, and conflict resolution abilities.
- Organisational skills to manage workloads and meet deadlines.
- Experience in monitoring, reporting and maintaining accurate records in accordance with contractual obligations.
- Proven track record in preparing and presenting reports, submissions, and briefs.
- Strong network-building skills with Aboriginal and mainstream health sectors.
- Proficiency with IT systems, including Microsoft Suite, databases, and data analysis tools.



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Benefits and Remuneration:

- Generous leave provisions
- Additional paid Christmas leave
- Professional development opportunities
- Salary packaging options are available as a Not-For-Profit Organisation, as well as Meals & Entertainment and Leisure & lifestyle Cards to increase your take-home pay.

This position presents a unique opportunity to contribute to the advancement of Aboriginal and Torres Strait Islander health in South Australia.

Acknowledged by Occupant

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Print name	Signature	Date
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