

**Specialist Pharmacotherapy Clinic**  
**PRACTICE MANAGER COMMUNITY PHARMACOTHERAPY**  
53.2 hours per fortnight (0.7 FTE)  
Fixed Term - 3 Years

### **ROLE OVERVIEW**

Bendigo Community Health Services is seeking an experienced Practice Manager to lead our Specialist Pharmacotherapy Clinic. This position offers an opportunity to guide a dedicated team in delivering evidence-based care to clients accessing opioid pharmacotherapy services in the Greater Bendigo region.

### **ABOUT THE ROLE**

As Practice Manager of our Specialist Pharmacotherapy Clinic, you'll orchestrate the seamless delivery of vital opioid pharmacotherapy services to the Greater Bendigo community. This multifaceted leadership position combines clinical governance, operational excellence, and people management to create a service that truly makes a difference.

You'll lead a multidisciplinary team of medical practitioners, registered nurses, and AOD specialists while collaborating with nurse practitioners, GPs, community pharmacists, and broader health networks.

### **KEY RESPONSIBILITIES**

- **Leadership** – Manage service delivery and drive quality improvement in a harm-reduction, person-centred environment
- **Operations** – Oversee clinical workflows, medication management, and administrative systems
- **Quality assurance** – Maintain clinical governance frameworks and accreditation standards
- **Stakeholder relations** – Develop relationships with internal and external partners
- **Team management** – Support staff development and maintain a positive workplace culture
- **Health promotion** – Coordinate initiatives including overdose prevention and harm minimization

### **YOUR EXPERTISE**

- Relevant clinical qualifications (nursing, pharmacy, medical, or related discipline)
- Deep understanding of opioid pharmacotherapy models and harm reduction principles
- Proven leadership experience with interdisciplinary healthcare teams
- Strategic thinking with excellent problem-solving abilities
- Experience with MBS billing and healthcare platform systems
- Passion for serving diverse communities with complex needs

## **ABOUT BENDIGO COMMUNITY HEALTH SERVICES**

BCHS has cared for the health and wellbeing of the Bendigo community for 50 years. We employ more than 280 people across a broad range of services.

The success of BCHS starts with our staff, who have a high level of professionalism and dedication, allowing us to deliver quality services for the community, with a particular focus on vulnerable people.

Added benefits of working with BCHS include:

- Salary packaging
- Purchasing leave
- Study assistance
- Training programs
- Novated leasing
- Fitness Passport

**To successfully apply for this position, you will need:**

### **KEY SELECTION CRITERIA**

#### **Essential**

1. Relevant tertiary qualifications in nursing, pharmacy, medical or other related clinical discipline field
2. Demonstrated knowledge of opioid pharmacotherapy (methadone, suboxone, LAIB) models of care, clinical workflows and harm reduction principles.
3. Proven ability to lead interdisciplinary teams, support change processes, and drive service improvement in a client-centred health environment
4. Ability to collaborate with senior staff, medical professionals and interdisciplinary teams to effectively address health inequalities and guarantee accessible care for all community members.
5. Proven ability to work autonomously, think strategically, and lead teams through periods of change while effectively problem-solving and adapting to evolving circumstances.
6. Excellent leadership skills with a collaborative style, strong communication abilities, and a commitment to community and public health principles, as well as a sensitivity to diverse client needs.
7. Strong understanding of the Medicare Benefits Schedule (MBS) and effective operations in clinical disciplines to maximise revenue while maintaining high-quality client care.
8. Valid Working with Children Check. The successful applicant will also be required to undertake and complete a Satisfactory National Police Check.

#### **Desirable**

1. Experience with health care platforms such as Best Practice, Hot Docs, Health Direct and Trak Medical Records Systems

For further information about the position contact Amanda Gould on 5406 1500.

To view the position description please go to <https://www.bchs.com.au/careers/current-jobs>

Applications addressing the **Key Selection Criteria** should be emailed to [recruitment@bchs.com.au](mailto:recruitment@bchs.com.au) by 10pm, Monday, 28 April 2025.

*Bendigo Community Health Services encourages applications from individuals of all backgrounds and abilities.*

*Applications will be acknowledged upon receipt. Applicants are requested to contact People and Culture on telephone 5406 1227 if an automatic acknowledgement has not been received.*

