

We are seeking **internal** and **external** expressions of interest for:

## Health Information Manager

### Permanent Part-time 72 hours per fortnight

We are seeking a Health Information Manager to join the Health Information Services team; the successful applicant must have a degree in Health Information Management or equivalent.

Duties associated with this role include;

- To provide support to the Manager – Health Information Services in the day to day operations of Health Information Services;
- To co-ordinate and manage the activities and role of the Community Health Data and Reporting Officer;
- To co-ordinate and manage mandatory health information data reporting to external organisations including community health reporting and VAED;
- To act as the Freedom of Information and Privacy Officer for the organisation;
- To assist with diagnosis and procedure coding, ensuring it is performed in an accurate and timely manner;
- To act as a system administrator for iPM and to conduct training in iPM and associated systems.

**Applications Close: 12<sup>th</sup> February, 2010**

To find out more about this opportunity or to obtain a position description and key selection criteria, please contact Melinda Sammut by phoning (03) 5367 2000, visiting our website [www.djhs.com.au](http://www.djhs.com.au) or emailing [melindas@djhs.org.au](mailto:melindas@djhs.org.au). When applying please quote the job reference number **BM07/10**, address the key selection criteria; include a resume and the names of two professional referees.

Applicants may email or send their applications to:  
**Melinda Sammut, Human Resources Officer**  
**Djerriwarrh Health Services**  
**PO Box 330, Bacchus Marsh, Victoria 3340**

**The successful applicant will be required to supply a current police records check.**



djerriwarrh health services