



Ngunya Jarjum Aboriginal Corporation

PO Box 580, LISMORE NSW 2480 70 Carrington Street, LISMORE NSW 2480
Ph: 02 6626 3700 After hours: 1800 822 863
ICN 2418 ABN 84 653 612 066

NEWSLETTER

June, 2019

Dear members, traditional owners and other interested people,

MEMBERSHIP

If you are already a member of Ngunya Jarjum and have had a change of address, please notify us by emailing info@ngunyajarjum.com or by phone ask for Michelle or Sharni on 02 6626 3700.

BOARD

The board sat for their monthly meeting on the 16th of May. Board members include Xanthe Moss, Cameron Johnson, Susan Siganto, Brenda Holt, William Dumas and Tiani Browning.

STAFF NOTICES

AN UPDATE FROM STAFF

Ngunya Jarjum is very busy this month in the lead up to the OCG visit on the 18th of June. We are very excited to show them our new policies and procedures manual which has now been finalised.

This month has seen the farewell of a long term Ngunya Jarjum staff member, Jackie Cook. We wish her the best in her future endeavours and hope to see her soon when she begins her new adventure as an Aboriginal Consultant.

We have begun recruitment for a Program Manager role as we prepare for the roll out of the Casework Support Scheme and Family Preservation Programs later this year.

LOCAL CULTURAL ACTIVITIES

PRIMARY ABORIGINAL DANCE WORKSHOP

Aboriginal and Torres Strait Islander students and their teachers from NSW Public Primary Schools are invited to participate in these one day workshops run by the Department of Education – The Arts Unit. The

workshops aim to develop younger student's skills in contemporary and traditional Aboriginal Dance.

During the workshop, students will explore a contemporary indigenous dance style as well as some traditional dance and movement. These workshops will be run by a team of professional Aboriginal dance and choreography tutors from indigenous backgrounds.

Workshops will run in August of 2019. These workshops are for all NSW Public Schools Indigenous students and are best suited for Stage 2 and Stage 3 students costing \$33.00 per student. Workshop runs from 9.15am – 2.30pm.

For further information please see the link below:

<https://www.artsunit.nsw.edu.au/primary-contemporary-indigenous-dance-workshops>

BECOME A FOSTER CARER

WHO CAN APPLY?

NSW is seeking a diverse pool of carers for all situations, including emergency care, respite care, and restoration so that children and families can be supported close to home and within their existing community wherever possible. It is important that children and young people are well matched to prospective guardians, adoptive parents or foster carers when a relative or kin placement cannot be identified.

You can be single, married, in a de-facto or same-sex relationship. Ideally, you are over the age of 25, are an Australian citizen of permanent resident, in good health and without a criminal record.

You just need a big heart and a genuine desire to make a difference.

RECRUITMENT

PROGRAM MANAGER

Reporting to Chief Executive Officer, responsible for the development and management of all casework support and family preservation programs to ensure that operations are managed effectively and achieve agreed program performance indicators.

The key objectives of the role include to:

- Identify casework support and family preservation opportunities and manage the development, implementation and evaluation of all programs to ensure the achievement of objectives and requirements;
- Develop new caseworker support and family preservation programs area via funding applications and stakeholder relationship development;
- Manage the funding contracts and agreements, to ensure that all agreed program requirements are delivered;
- Provide leadership to ensure that staff capability is developed to each team member's full potential to assist in achieving the organisation's strategic objectives.; and
- Participate in the development and implementation of the organisation strategic and business plan.

You will need

- Tertiary qualification in Community Service or related discipline or equivalent experience

If you also have:

- Aboriginality
- At least 5 experience working in the social services sector in Community engagement and or Community development in the Out of Home Care, Family preservation and/or child protection sector
- Demonstrated ability to engage & work effectively with Aboriginal people and communities.
- Demonstrated skills in building relationships and networks with government, the community and other external stakeholders to ensure support and recognition of Ngunya Jarjum.

- Demonstrated experience in Strategic planning , compliance monitoring , report writing and Policy & Procedure development
- Demonstrated skills in building teams of people who deliver outcomes for children, young people and their families
- Experience in managing an operational budget for Casework Support and Family Preservation
- Current NSW driver's licence

We would love to hear from you.

Appointment to this position will be subject to a National Criminal History Record Check and Working with Children Check clearance. Two reference checks will be required including one recent supervisor. A generous remuneration package will be negotiated plus superannuation, leave loading and salary sacrifice.

We offer an excellent range of benefits including:

- Full non-profit status with salary sacrifice available to reduce tax and increase your take home pay
- An opportunity to really make a difference to families, kids and young people in our community
- A beautiful country location on the flourishing NSW North coast.

To find out more please contact Sharni Kenny on [\(02\) 6626 3700](tel:0266263700) or Kelli Dragos from Abundance Human Resources on [0419 419 554](tel:0419419554).

All applications will be received via seek online ad or email recruitment@ngunyarjarjum.com.

Full ad:

<https://www.seek.com.au/job/39113644?searchrequesttoken=8d8e363c-f80d-4589-aca2-0a62574141c3&type=standout>

The closing date for this role is 4:30pm on Friday, 14th June 2019.

RECEPTIONIST/ADMINISTRATION OFFICER (ABORIGINAL IDENTIFIED)

Ngunya Jarjum's vision is that all Aboriginal and Torres Strait children and young people are looked after in safe Aboriginal and Torres Strait families and communities and are raised strong in spirit and identity, with every opportunity for lifelong wellbeing. We ensure all Aboriginal and Torres Strait children and young people in our care are provided with the best opportunity to grow up with a strong sense of belonging to their family, community and country.

Based in Lismore and reporting to the Finance Manager, your focus will be providing high quality reception and administration services to all internal and external clients. The key objectives of the role include:

- Provide outstanding customer service to all internal and external clients in the areas of reception, record management, filing and general administration;
- Provide administrative support services to all staff; and
- Assist and support the maintenance of files, spreadsheets and databases to ensure data integrity and accuracy.

You will need a qualification in business administration or be willing to obtain this within 12 months of commencement.

If you also have:

- Aboriginality
- Experience and skills in a business support, administration or reception environment
- Experience building relationships with service agencies, non-government organisations and community groups at all levels

- Strong interpersonal skills, including the ability to demonstrated empathy when required
- Ability to maintain confidentiality and to exercise tact, initiative and sound judgement
- Sound level of numeracy and demonstrated attention to detail
- Ability to build relationships with all levels of the organisation and the community

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The closing date for this role is 5pm on Wednesday, 3 July 2019.

This position is identified for Aboriginal people and exemption is claimed under 14d of the Anti-Discrimination Act 1977.

FINANCE OFFICER (ABORIGINAL IDENTIFIED)

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Based in Lismore and reporting to the Finance Manager, your focus will be providing quality finance support services to all internal and external clients.

The key objectives of the role include to:

- Work as a member of the accounts team to produce finance reports and manage accounts payable/receivable.
- Work closely with areas of the organisation to support operations by providing financial information as required.
- Maintenance of financial files, spreadsheets and databases to ensure data integrity and accuracy.

You will need a qualification in a relevant discipline (Accounting, Finance or Office Administration) and/or equivalent demonstration of such knowledge.

If you also have:

- Aboriginality
- Experience in a finance or administrative position including accounts payable and accounts receivable
- Sound level of numeracy and demonstrated attention to detail
Ability to maintain confidentiality and to exercise tact, initiative and sound judgement
Strong communication skills

- Demonstrated ability to work flexibly within tight time schedules and with variable workload demands
- Ability to build relationships with all levels of the organisation and the community
- High level of computer literacy; sound working knowledge of Microsoft Office software

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