



## ADMINISTRATION WORKER

### PSP Out of Home Care, Carer Assessment and Review Team

**Ngunya Jarjum Aboriginal Child and Family Network, Lismore Office NSW**

**Service delivery area Tweed Heads to Grafton NSW**

**About us visit [www.ngunyajarjum.com](http://www.ngunyajarjum.com)**

In this role you will provide high-quality administrative support to the PSP Out of Home care, Carer Assessment and Review Team.

**You will be supported to undertake a Cert IV in Business (Administration) aiming for completion within 24 months of commencement.**

**If this opportunity is for you submit your Resume and application letter to [recruitment@ngunyajarjum.com](mailto:recruitment@ngunyajarjum.com)**

Selection Criteria:

- You identify as Aboriginal and/or Torres Strait Islander
- Keen to develop your skills in business support, administration including a working knowledge of Microsoft Office 365.
- Sound level of literacy and numeracy with demonstrated attention to detail
- Effective time management and personal organisational skills
- A willingness to undertake training in Business Administration,
- Current NSW Driver's licence

Key duties include:

- Liaising with Carers when required regarding household compliance and probity.
- Work collaboratively with case workers to ensure household compliance.
- Work collaboratively with the Quality and Compliance team to ensure effective communication regarding administrative tasks

A National Criminal History Record Check and a NSW Working with Children – Employee clearance and Two reference checks will be required including one recent supervisor.

Ngunya Jarjum Aboriginal Corporation has a COVID-19 Vaccination Policy in place which applies to Employees. If you would like further information regarding this policy, please email [human.resources@ngunyajarjum.com](mailto:human.resources@ngunyajarjum.com)

Social, Community, Home Care and Disability Services Industry Award 2010

Classification - Social and community services employee level 2 to level 3

- Full non-profit status with salary sacrifice available to reduce tax and increase your take home pay
- Located on beautiful Bundjalung Country

If you would like to know more about the position please contact Michelle Hicks or Tanachae Thaidy on (02) 6626 3700.

All applications will be received via email [recruitment@ngunyarjarjum.com](mailto:recruitment@ngunyarjarjum.com).

**Closing date for applications is Monday 14th November 2022.**

76-hour fortnight - Administration position working with Mob

Ngunya Jarjum is an Aboriginal Community Controlled Organisation

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