



ACT
Government

Assessor

Justice and Community Safety

Human Rights Commission

Victim Support ACT

Financial Assistance Scheme

Administrative Services Officer Class 5

Salary Range: \$74,081 - \$78,415 (PN: 42175, several)

Victim Support ACT is seeking a highly organised individual with strong assessment and interpersonal skills to join the Financial Assistance Scheme within the ACT Human Rights Commission. Duties of the Assessor include progressing a caseload of less complex applications for victims of crime financial assistance; making timely, accurate and well-reasoned decisions in accordance with legislation; providing information and referrals for clients with additional support needs. See attached role description for further information regarding duties and responsibilities. The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the position Contact Officer.

Eligibility/Other Requirements: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required.

Note: There are several positions available, one permanent position available as soon as possible and one temporary position available up to a period of 18 months.

How to Apply: For further information please visit www.jobs.act.gov.au

Contact Officer: Katrina Platt (02) 6207 4941 katrina.platt@act.gov.au

Applications Close: 26 February 2019.

**CLICK FOR FURTHER
INFORMATION AND TO APPLY**