



City of  
Wagga Wagga

## Trainee Aboriginal Sector Support - Ageing (TEMP308)

Kick off your career in local government with this exciting role whilst working towards obtaining a Certificate III in Aged Care, Community Services or Business Administration!

Council is seeking applications from individuals with an interest in aged care who have sound organisational and customer service skills to take on the role of Trainee Aboriginal Sector Support - Ageing.

### What we will offer you:

- Temporary contract until June 2020, during which you will complete a traineeship to obtain a Certificate III in Business Administration, Aged Care or Community Services
- Remuneration commencing from \$624.40 gpf + superannuation
- Generous leave entitlements including access to Council's flexible work arrangements and study leave

### Your new role:

As a Trainee, you will learn and develop your skills to work towards each of the following key responsibilities:

- Undertake administrative duties associated with the position including but not limited to; data entry; record and system maintenance; drafting correspondence; documentation registration; mail distribution; diary management; travel arrangements, purchase requisitions; credit card reconciliation; and ordering and supplies.
- Provide quality customer service and effective administrative support to the Regional Community Development Officer working closely with services and people in the Aged care sector, Aboriginal Community members and other council staff, as required.
- Undertake a project in Aged Care services across the region to identify agencies that have culturally appropriate service delivery or expertise in service provision to their local Aboriginal and Torres Strait Islander communities and with this information develop a Regional Aged Care Community Directory.

### What you will need to succeed:

- Previous administrative or aged care experience relevant to the role (desirable)
- Highly developed administration skills (i.e. data entry, filing, etc.) with good attention to detail and accuracy
- Confident communicator with excellent interpersonal skills

### What you need to do now:

All applications must include:

- 1 Current resume; and
- 2 Statement addressing focus questions (maximum two pages)

### Key Questions

- 1 Please outline why you are interested in this role?
- 2 What skills and personal attributes do you have that makes you the best candidate for this role?
- 3 What's your understanding of the needs of Aboriginal community members in accessing Aged Care services?

For more information and to apply, please visit [www.wagga.nsw.gov.au/jobs](http://www.wagga.nsw.gov.au/jobs)

### What is next?

Applications close **Friday, 24 August 2018 @ midnight AEST** with interviews to be held in the week commencing Monday, 4 September 2018.

If you are interested in this role and would like more information, please contact Andrea Kurta on **(02) 6921 5981** or **0428 615 842**.

As part of the recruitment process, pre-employment checks will be conducted in line with requirements of the position.

Aboriginality is a genuine occupational qualification and is authorised under Section 14 of the Anti-Discrimination Act 1977.

*Wagga Wagga City Council is an Equal Opportunity Employer, working to ensure its workforce is representative of the community it services and encourages diversity within its teams.*

**CLICK TO APPLY**