



Anyinginyi Health Aboriginal Corporation

Culturally Responsive

Tennant Creek, Northern Territory

Anyinginyi is an Aboriginal community controlled organisation that provides primary health services to the people of the **Barkly Region**. Anyinginyi offers a holistic approach to the health and wellbeing of its clients through its clinical, social and emotional, educational and fitness services.

Are you a highly motivated person?

Then this is the job for you!!!!

EXECUTIVE ASSISTANT TO THE GENERAL MANAGER
(Previous Applicants Need Not Apply)

The Role includes but not limited to:

- Provide executive support to the General Manager and the Anyinginyi Board of Directors, in a confidential and professional manner
- Be well organized and have proficient office administration skills
- Able to do project management e.g. planning functions
- Able to take accurate Minutes of Board & Management Meetings

This position requires a person with a strong professional approach to high level administrative and executive tasks. You must have a best practice approach to working with Anyinginyi clients, management, stakeholders and staff.

Remuneration will be negotiated and subsidised accommodation will be provided if not already a resident of Tennant Creek.

For further information on this role please contact Cerise King on (08) 8962 2633 or email hr@anyinginyi.com.au for a copy of the Job Description.

Ochre Card & National Police Check are a requirement for this role.

Aboriginal & Torres Strait Islander people are encouraged to apply.

Immediate Start Preferred – will negotiate

“Prevention is the Solution”



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Anyinginyi Health Aboriginal Corporation is an Aboriginal community controlled organisation that provides primary health services to the people of Tennant Creek and the Barkly Region, Northern Territory. Anyinginyi offers a holistic approach to the physical and mental health and wellbeing of its clients through its clinical, social and emotional, public health and fitness services.

The Role:

Health Services Section Manager
Parlpuru Ninji Kari – Health Services Section
Full Time 1 – 2 years

The job.....

The Health Services Section Manager oversees the management of the Health Services Section including Aboriginal Health Practitioners, Doctors and other health professionals within a busy Primary Health Care Centre. This position manager’s and coordinates service delivery to the Aboriginal community, program and budget reporting for government and Board of Directors. The Health Services Section Manager is responsible for a multi disciplinary team of 50+ employees and is part of the organisations leadership team.

The applicant.....

This is a responsible Senior Management position requiring confidentiality, sensitivity, initiative and a capacity to work well under pressure. Applicants should possess management and program development skills and have knowledge of WHS legislation and how it applies in a clinical environment, a sound knowledge of Indigenous Health, and working in an Aboriginal Community Controlled Health Services and an understanding of the social, cultural and economic issues that relate to Aboriginal people.

To apply.....

To find out more about this opportunity and for a more detailed overview of the program and position responsibilities, please contact Barb Shaw on (08) 8962 2633 or email barb.shaw@anyinginyi.com.au.

A Position Description can be obtained from our website www.anyinginyi.com.au or contact our H R Admin Officer on (08) 8962 2633 or email hr@anyinginyi.com.au

You will be required to be in possession of or have the ability to obtain an Ochre Card (Working with Children) and National Police Check

“Aboriginal & Torres Strait Islander men and women are encouraged to apply”

IMMEDIATE START PREFERRED – Will Negotiate with Successful Applicant

Prevention is the Solution”