

Join one of Australia's most innovative community mental health services

Aboriginal Liaison Officer
Head to Health Penrith

Multiple Positions Available
Full-time or Part-time

Use your lived experience to support others with mental illness and mental health crisis including suicidal crisis or caring for someone living with mental illness.

- Aboriginal and/or Torres Strait Islander identified position
- Provide direct and meaningful support to Aboriginal & Torres Strait Islander people
- The successful applicant will possess an understanding of the issues that impact Indigenous communities and of mental health and wellbeing.

For more information and to apply visit:
www.neaminational.org.au/work-with-us/



Brotherhood
of St Laurence
Working for an Australia free of poverty

3 roles in the BSL Research & Policy Centre

We're looking to fill the following roles for our newly created Early Childhood Education research team in Fitzroy, Victoria.

THE ROLES

- Principle Research Fellow (job # 494690)
- Research Officer (job # 494693)
- Research Assistant (job # 494694)

For more information, please contact Rhianna Brickle at rhianna.brickle@bsl.org.au or 0482162050 or visit <https://careers.bsl.org.au/en/listing/>

People who identify as Aboriginal or Torres Strait Islander are strongly encouraged to apply.

Applications close: Friday 14 October at 11:55pm

Multiple Academic Vacancies in UniSA Justice & Society



University of
South Australia

- > **Open to Australian Aboriginal Peoples only**
- > **Full-time, continuing positions based in UniSA Justice & Society at the Magill campus**
- > **Salary: \$101,784 (Level B) / \$123,961 (Level C) per annum (plus 17% superannuation)**

UniSA has a long-standing aim that Australian Aboriginal Peoples comprise at least 3% of its workforce and is committed to improving employment opportunities, supporting professional development, and creating a culturally safe and supportive workplace for Aboriginal staff members.

The University has allocated corporate funds towards the Professional Development of Aboriginal staff who are newly appointed to UniSA. This initiative is a key element of the University's Aboriginal Employment Action Plan.

We are seeking candidates who identify as Australian Aboriginal Peoples, who are collegial and demonstrate high levels of initiative to make a significant contribution to the Academic Unit's research and teaching goals. These roles will also make significant contributions in the area of Aboriginal research.

About the Roles

We are looking for a number of Lecturers and Senior Lecturers to join the team in UniSA Justice & Society, across the areas of Social Work, Psychology and Aboriginal Studies.

The continuing positions available are:

- > **Lecturer: Social Work (Academic Level B)**
- > **Senior Lecturer: Aboriginal Studies (Academic Level C)**
- > **Senior Lecturer: Psychology (Academic Level C)**

For a copy of the position descriptions and to apply, please visit: www.unisa.edu.au/WorkingatUniSA. For further information about the position or the recruitment process, you can contact the UniSA Recruitment Central Team on +618 8302 1700 or via email to recruitment@unisa.edu.au using job reference numbers 3380, 3381 and 3382.

Applications close: 11:30pm Thursday 28 October 2021

Applications will only be considered from Australian Aboriginal Peoples for these positions, under special measures pursuant to Section 56 of the Equal Employment Opportunity Act 1984. You will be required to provide evidence of your Aboriginal heritage in your online application form.

1239 - CRICOS PROVIDER NO 001718



Australian Government



MDBA APS4, APS5 and APS6 Various Positions

Is a sense of purpose in your work, connection to the community and making a difference through the protection and enhancement of the environment important to you?

The **Murray-Darling Basin Authority (MDBA)** aims to achieve a healthy working Basin for the benefit of all Australians – we are responsible for planning the Basin's water resources, with all planning decisions made in the interest of the Basin as a whole. That is why we are recruiting APS4, APS5 and APS6 positions in **Adelaide (SA), Albury-Wodonga (VIC), Canberra (ACT), Goondiwindi (QLD), Griffith (NSW), Mildura (VIC) and Murray Bridge (SA)**. A merit pool of suitable candidates will be established in order to fill ongoing and non-ongoing vacancies.

We are looking for energetic and passionate people who have a range of skills and experience across the following capabilities:

- Adaptive Water Planning and Policy
- Aboriginal Partnerships
- Applied Science and Knowledge
- Asset Management
- Water Delivery
- Hydrological Analysis
- Water Management
- Communication and Engagement
- Program Management
- Business Services

Relocation packages are available, and we are committed to a flexible and inclusive workplace that will suit you and your individual needs.

For more information please contact mdba@horizonone.com.au or to apply visit www.mdba.gov.au/careers.

Applications close 17 October 2021.

0263BL_2188BL

Project partner required for Gapuwiyak Child and Family Centre

The combined boards of Goŋ-Däl Aboriginal Corporation and the Milintji Development Trust are seeking a Gunga'yunamirr ('helper' or 'partner' in the local Yolŋu language) to work with them, for up to two years, to assist in the establishment of the Gapuwiyak Child and Family Centre.

The successful Gunga'yunamirr will work with the Centre's leadership group initially to build capacity before transitioning to independent service delivery.

This open, competitive process will be distributed across Australia and encourages joint applications who may suitably address the key criteria in the expression of interest and provide a detailed plan, including a budget to support their application.

Shortlisted applicants will be required to travel to Gapuwiyak and present their proposals to the combined boards of Goŋ-Däl Aboriginal Corporation and the Milintji Development Trust in person. All associated travel and presentation costs are to be covered by the applicant.

To obtain an expression of interest and for any additional enquiries, please contact GapuwiyakCFC@gmail.com or Mr Thomas Manning within the NT Government's Reform Management Office on 8924 4309. Applicants are required to lodge by 5pm (ACST) Friday 22 October 2021.



Who is

Smartgroup? www.smartgroup.com.au

At Smartgroup we are passionate about people, that's why we are recognised as Australia's leading and most trusted providers of Employee Management Services. Our passion is to make the benefits of salary packaging, novated leasing, fleet management, readily available to employers and their employees.



Vehicles Consultant

2 x permanent full-time/ part-time positions based in Sydney
As a Vehicles Consultant, you will be working with our valued customer base, qualifying and nurturing leads and opportunities, in the fulfilment of Smartgroup's Vehicle Solutions, from providing a quote to the delivery of novated leasing products.

Settlements Coordinator

2 x permanent full-time/part-time positions based in Sydney/Melbourne
As a Settlements Coordinator, you will be helping through the process of novated leasing settlement for our customers, providing a seamless transaction from the sales team, playing a key support function.

Employee Guidance Consultant

2 x permanent full-time/part-time positions based in Sydney
As an Employee Guidance Consultant, you will be guiding our customers through all aspects of salary packaging solutions and ensuring a quality customer experience.

Customer Service Consultant

Multiple permanent full-time/part-time positions based in Sydney/Adelaide
As a Customer Service Consultant, you play an integral role in ensuring each customer receives an exceptional customer experience. Responsible for answering volume inbound calls, you will be motivated to drive customer satisfaction and meet business goals. Your collaborative and customer centric approach is the key ingredient to success in this role.

Customer Service Team Leader

2 x permanent full-time positions based in Sydney
As a Customer Service Team Leader, you will manage a team of Customer Service Consultants ensuring each team member receives support and guidance required to successfully achieve their KPIs and in turn, team goals and customer objectives. Along with day-to-day team management, you will foster personal and professional development of your team, ignite their passion to be successful and drive engagement.

Integration Developer

2 x permanent full-time/part-time positions based in Sydney
As an Integration Developer, you will develop and support the enterprise API platform and its many internal and external integrations.

Lead Data Analyst

Permanent full-time/part-time positions based in Sydney
As a Lead Data Analyst, you are ensuring the successful outcome of project and operational deliverables, using your knowledge in data analysis, quality, integration, security and governance.

Application Support Developer

2 x permanent full-time/part-time positions based in Melbourne or Sydney
As an Application Support Developer, you are accountable for IT application support activities including maintenance, administration, and second line support, working closely with the Service Desk and developers to ensure timely resolution of IT application-related requests.

Why is a career with us the Smart choice?

We live and breathe our values – Accountability, Care, Team, and we embrace difference. Our inclusive culture makes us stand out from the pack. And... it's not only us that thinks so. We are a WGEA Employer of Choice for Gender Equality and an Inclusive Employer, as recognised by Diversity Council Australia. We will invest in your personal equity and growth and reward you with our fantastic perks! How do 3 extra days of summer leave, plus birthday leave, flex work, and a wellbeing fund sound? Plus, lots more...

To apply or seek out more information - Please send your resume/message to recruitment@smartgroup.com.au and we will be in touch to discuss next steps

Project Officer to the PVC: Aboriginal Leadership and Strategy (HEO 6)



- > Open to Australian Aboriginal Peoples only
- > Full-time, continuing position based at City West campus
- > Commencement Salary: \$82,077 per annum (plus 17% superannuation)

The Office of the Pro Vice Chancellor: Aboriginal Leadership and Strategy leads the development of a whole of institution approach to the recruitment, support, retention and success of Australian Aboriginal and Torres Strait Islander Peoples in the University. In doing so, the University can enhance the support it provides for our Aboriginal students and staff, and strengthens our position as a University of Choice for Aboriginal Peoples in South Australia and beyond.

About the Role

This position is responsible for providing a broad range of high level administrative and project management support to the Office of the Pro Vice Chancellor.

Aboriginal Leadership and Strategy. In collaboration with key staff in the University, this role will establish and maintain strong networks and productive internal and external working relationships.

For a copy of the position description and to apply, please visit workingatunisa.nga.net.au

For further information about the position or the recruitment process, you can contact the UniSA Recruitment Central team on +61 8 8302 1700 or via email to recruitment@unisa.edu.au using job reference number 3341.

Applications close: 11:30pm Thursday 21 October 2021

Applications will only be considered from Australian Aboriginal and Torres Strait Islanders for this position, under special measures pursuant to Section 56 of the Equal Employment Opportunity Act 1984. You will be required to provide evidence of your Aboriginal heritage in your online application form.

1232_CRICOS PROVIDER NO 001218

Lecturer: Aboriginal Education (Academic Level A/B)



- > Open to Australian Aboriginal Peoples only
- > Full-time, continuing position based in UniSA Education Futures at the Magill campus
- > Salary: \$90,451 (Level A) / \$101,784 (Level B) per annum (up to 17% superannuation)

UniSA has a long-standing aim that Aboriginal Peoples comprise at least 3% of its workforce and is committed to improving employment opportunities, supporting professional development, and creating a culturally safe and supportive workplace for Aboriginal staff members.

The University has allocated corporate funds towards the Professional Development of Aboriginal staff who are newly appointed to UniSA. This initiative is a key element of the University's Aboriginal Employment Action Plan.

About the Role

We are seeking an exceptional emergent academic with a strong commitment to Aboriginal education. The candidate will identify as an Aboriginal Australian, with knowledge and understanding of the issues

impacting Aboriginal communities. The successful candidate will be collegial and demonstrate high levels of initiative in making a significant contribution to the Academic Unit's research and teaching goals. The successful candidate will have postgraduate qualifications aligned with Aboriginal Education (enrolled in or completing a PhD to be considered for Level B).

For a copy of the position description and to apply, please visit: www.unisa.edu.au/WorkingatUniSA. For further information about the position or the recruitment process, you can contact the UniSA Recruitment Central Team on +618 8302 1700 or via email to recruitment@unisa.edu.au using job reference number 3425.

Applications close: 11:30pm Thursday 28 October 2021

Applications will only be considered from Australian Aboriginal Peoples for this position, under special measures pursuant to Section 56 of the Equal Employment Opportunity Act 1984. You will be required to provide evidence of your Aboriginal heritage in your online application form.

1238_CRICOS PROVIDER NO 001218

3 X CRAICCHS JOB OPPORTUNITIES

- AODs WORKER - MALE
- NDIS COMMUNITY CONNECTOR
- INHALANT SUPPLY REDUCTION OFFICER

For all the details on these positions and to apply visit: www.employmentmatters.com.au



Aboriginal and Torres Strait Islander Targeted Recruitments

We are currently recruiting for various Aboriginal and Torres Strait Islander targeted roles, ranging from Admin to Solicitor positions. Multiple locations available. Legal Aid NSW offers attractive employment conditions, flexible working arrangements, a range of family friendly policies and opportunities for professional development.

Visit iworkfor.nsw.gov.au and search 'Legal Aid NSW' for more information. General enquiries: erecruitment@legalaid.nsw.gov.au

Artwork: © Luke Penrith

BLZ_LIP2949



Join the Supply Nation team!

Have you ever wanted to work in an organisation where you are creating a positive impact every single day?

This is your opportunity to join our dynamic and growing team and help create a vibrant, prosperous and sustainable Indigenous business sector.

Due to continued growth within the Supply Nation team, we are currently recruiting for two new roles:

RELATIONSHIP MANAGER NSW (full-time)

Reporting to the Head of Membership, the overall objective of the role is to provide support and assistance to members and Indigenous businesses, to increase their levels of business activity with each other.

We encourage you to apply if you are:

- a talented communicator with negotiation and relationship management capabilities
- comfortable working with procurement teams and Indigenous suppliers; from high level executives to operations teams and everyone in-between
- a people-person, with experience in business development
- keen to focus on effectively and efficiently growing the Indigenous business sector in Australia
- someone with the drive to help make Australia a more equal society through supplier diversity

TRAINING COORDINATOR (part-time)

Reporting to the Manager of Programs and Partnerships, the overall objective of the role is to support the promotion and coordination of the delivery of Supply Nation training programs for both members and Indigenous businesses.

We encourage you to apply if you have:

- a minimum of 1-2 years' experience in a training or events support role
- exceptional time management and prioritisation skills to deliver outcomes on time
- experience with virtual/online platforms (i.e., Zoom)
- the ability to problem solve and work independently
- strong verbal and written communication skills
- the drive to help make Australia a more equal society through supplier diversity

Suitably qualified Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply.

For more information and to apply, please visit our website: supplynation.org.au/careers/ or via email at recruitment@supplynation.org.au



Workforce Educator (HM2) Aboriginal Portfolio

Department: South Western Sydney LHD
Location: Liverpool Hospital, Eastern Campus
Employment Type: Temporary Full-Time, 38 hours per week up until 29/10/2023
Position Classification: Health Manager Level 2
Remuneration: \$1,918.54 to \$2,275.55 per week
Enquiries: Leann Lancaster on 0455 072 703 or at Leann.Lancaster@health.nsw.gov.au

In this role Aboriginality is a genuine occupational qualification and is authorised by section 14(d) of the Anti-Discrimination Act 1997.

Stepping Up aims to assist Aboriginal job applicants by providing information about applying for roles in NSW Health organisations.

For more information, please visit: steppingup.health.nsw.gov.au

Closing Date: 7 November 2021

Applications must be lodged electronically at healthnswgov.referrals.selectminds.com Search for Job Ref Number: **REQ258771**

NSW Health Service: employer of choice

BLZ_KCH1649



PSYCHOLOGIST

- Based in either Bega, Narooma or Batemans Bay.
- Aboriginal and Torres Strait Islander people are strongly encouraged to apply.
- Full Time.
- Generous salary packaging available.

Katungul Aboriginal Corporation Regional Health and Community Services is a not-for-profit organisation providing culturally attuned, integrated health and community services on the Far South Coast of New South Wales. Katungul is managed by a CEO reporting to an elected Board of Directors.

The Psychologist provides culturally appropriate psychology services to Aboriginal clients, families and community members. The role involves providing integrated and coordinated community-based treatments. Services will be provided across the Bega Valley Shire and the Eurobodalla Shire.

SELECTION CRITERIA

Essential:

- Degree in Psychology and registration with AHPRA as either a Clinical Psychologist, Registered Psychologist or a Provisionally Registered Psychologist.
- Demonstrated experience in undertaking comprehensive mental health assessments and development of intervention plans in collaboration with consumers and their family and carers.
- Demonstrated skills and experience in providing holistic, evidence-based therapeutic services.
- Understanding of the biological, psychological and social underpinnings of mental ill health.
- Well-developed oral and written communication skills, interpersonal skills and computer proficiency, including the ability to use electronic client information management systems.
- Capacity to work effectively both independently and as part of a multidisciplinary team, demonstrated accountability and willingness to take direction and provide written reports.

Desirable:

- To be of Aboriginal and/or Torres Strait Islander descent.
- Direct experience in delivering services in Aboriginal and/or Torres Strait Islander communities.

NOTE: All non NDIS appointees to positions at Katungul ACRH&CS are required to obtain a Nationally Coordinated Criminal History Check (Police Check) and a Working with Children Check. All NDIS appointees are required to obtain a Nationally Coordinated Criminal History Check (Police Check) and a NDIS Worker Screening Check. Employment is conditional pending the outcome of these checks.

SALARY: An appropriate remuneration package will be negotiated with the successful candidate. Employees of Katungul may access generous salary packaging as a Public Benevolent Institution and as living & working in a regional and remote area.

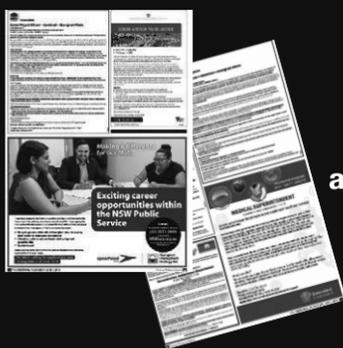
FURTHER INFORMATION: please contact Angela Nye (acting Director Health Services) on 0400 595 157 or via email at angela@katungul.org.au

HOW TO APPLY FOR THIS POSITION: Applications who do not address the Selection Criteria will not be considered. Please submit your application with:

- a cover letter
- your responses to the Selection Criteria
- an up-to-date Resume.

The closing date for applications is **5.00pm Friday 15 October 2021**.

Please submit your application to humanresources@katungul.org.au



For all your advertising needs

email: advertising@koorimail.com

or call

02 6622 2666



Chaplain – St Kilda VIC

We have an exciting opportunity for an Aboriginal and Torres Strait Islander Chaplain to provide spiritual and pastoral needs of all clients and staff at St Kilda Crisis Centre Upton Road Youth Services and Access Health. As a spiritual practitioner you will provide holistically, pastoral and practical support. This is a permanent full time position.

Please visit <https://www.salvationarmy.org.au/get-involved/employment-opportunities/> and search for job number R14795 for further information and to apply.



First Peoples Worker Access Health Network

Start your career with The Salvation Army today!

The First Peoples Worker will engage with Aboriginal and Torres Strait Islander People to provide cultural support, information, referral and advocacy to Aboriginal and Torres Strait Islander People who attend the Alcohol and Other Drug Primary Health Care and Harm Reduction Service in St Kilda.

Please visit <https://www.salvationarmy.org.au/get-involved/employment-opportunities/> and search for job number R12574 for further information and to apply.



Early Childhood Practitioner

In this position, you will be working in our Early Childhood Early Intervention (ECEI) team partnering with families to assess their child's needs and make recommendations about the best plan and strategy going forward. This role would be right for someone who wants to put their previous therapy experience to use. This role includes a mixture of both face-to-face assessments of children and office-based tasks.

We are seeking:

- Social Workers
- Developmental Educators
- Speech Pathologists
- Occupational Therapists
- Physiotherapists

Kudos Services is the official NDIS Partner in South Australia for early intervention services for children 0-6 years. We are a bold, brave and ambitious organisation built on the belief that every child, young person and their family has the right to belong to a supportive community that understands them.

To learn more, please visit:

Kudosservices.com.au/about/careers

Shoalcoast Community Legal Centre Inc.



GENERALIST SOLICITOR & CLSD REGIONAL COORDINATOR

An exciting opportunity exists at Shoalcoast to join our team as a Generalist Solicitor and CLSD Regional Coordinator.

This position requires an experienced Solicitor who can provide legal advice and community legal education to disadvantaged clients in the South Coast. The person should also have the ability to coordinate a regional consortium of legal and non – legal community services whose aim is to improve access to justice for disadvantaged people.

The successful applicant will be required to provide legal advice over the phone and in face to face appointments in outreach locations. You will be required to provide community legal education and contribute to law reform submissions as needed. As the CLSD Regional Coordinator you will be required to provide secretariat functions for the quarterly meetings, work with other partners to implement the strategic plan, and liaise with the CLSD Program Unit at Legal Aid.

The successful applicant will work a total of 5 days a week - 4 days as a solicitor and 1 day as the CLSD Regional Coordinator. The person will be based in the Nowra office with flexible working arrangements where possible.

Please email emma@shoalcoast.org.au for the position information pack. Phone 4422 9529 for more information.

Applicants are asked to submit a current resume and a cover letter addressing the selection criteria.

The resume should provide the name of two referees and be sent to Shoalcoast CLC, PO Box 1496, NOWRA 2541 or emailed to emma@shoalcoast.org.au.

Closing date is 20 October 2021.



The GO Foundation is hiring!

The **Scholarships Program Manager** brings to life the vision that everything we do is focused on creating the best outcomes for our Scholars in a culturally safe manner. This is an Aboriginal and/or Torres Strait Islander Identified role.

The **Corporate Services Manager** works collaboratively to provide oversight of the day-to-day operations of the organisation in its next stage of growth.

Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply.

Find out more at: <https://www.gofoundation.org.au/careers/>

Enquiries to info@gofoundation.org.au

Closing date COB 15 October 2021



Program Officer - Chronic Care

Aboriginal Health and Medical Research Council
Sydney CBD, Inner West & Eastern Suburbs
Healthcare & Medical/Clinical/Medical Research

We are currently seeking to appoint a Full time Program Officer - Chronic Care to join our Health Programs and Evidence unit at the Aboriginal Health and Medical Research Council for NSW.

This role will primarily be based at our office in Little Bay, NSW, with flexible arrangements available.

We are searching for someone who truly wants to make a difference in their community and is passionate about the health of Aboriginal people in NSW.

About AH&MRC:

The AH&MRC is the peak body and voice for Aboriginal health in NSW. We proudly support our 47 Member Services, the Aboriginal Community Controlled Health Organisations (ACCHOs), to deliver culturally safe, and comprehensive primary health care to their Communities in NSW.

About the Role

As the Program Officer, you will work as part of a multidisciplinary team to design and deliver projects to support and strengthen member services and promote and protect the health and wellbeing of Aboriginal people in NSW.

The AH&MRC strongly encourages Aboriginal and Torres Strait Islander peoples to apply.

For further information about this position, see our ad on the Koori Mail website under JOBS & GENERAL WEB ADS



Manager of Transition Programs - Far West Identified Position

- Located in Broken Hill
- Full time 38 hours per week
- Contract to 30th June 2024
- \$104,446 gross per annum + super + generous salary packaging

Are you an experienced and passionate First Nations manager with a solid background in leading teams providing holistic trauma informed care? Want to make a real difference in reducing reoffending by supporting First Nations people transitioning from prison into post-release support services?

- Help us lead this program to make a lasting difference - for our clients and the community
- Join an experienced and passionate team in a flexible and supportive organisation

We want to hear from people from First Nations backgrounds, including those with lived experience of the criminal justice system.

Why work for us?

- Support programs that aim to break entrenched cycles of disadvantage, intergenerational trauma and imprisonment for First Nations people
- Be part of a community-based agency that has been delivering effective services in our field for 70 years
- Join a dedicated, energetic team with a culture of flexibility, trust, integrity and respect
- Access the support of Cultural Supervision for First Nations staff

How to apply:

CRC considers being Aboriginal or Torres Strait Islander is a genuine occupational qualification as specified under section 14 of the Anti-Discrimination Act 1977 (NSW).

Do you have the skills, positivity and work ethic to match our amazing team?

APPLY NOW!

Applications close by close of business 27th October 2021

Apply NOW <https://www.crcnsw.org.au/about-us/work-with-the-crc/>

For a copy of the Position Description please email recruitment@crcnsw.org.au



Come join the NCIE Fitness & Aquatics team!

Customer Service Officers

NCIE is looking for multiple Customer Service Officers to join our Fitness & Aquatics team.

You have:

- Excellent customer service experience with a strong sales background
- Strong administrative experience
- Experience working with Aboriginal and Torres Strait Islander people & communities.
- Hold a valid CPR Certificate, a current First Aid Certificate along with a current Working with Children Check or ability to obtain one.

About NCIE

The National Centre of Indigenous Excellence (NCIE) is built on the land of the Gadigal people of the Eora Nation. NCIE builds capabilities and creates opportunities by delivering life-changing programs from our heritage-listed facilities in Redfern, Sydney. Our values are Excellence, Inclusiveness, Integrity and Growth.

We offer:

- Free on-site gym & pool membership
- Awards pay rates and conditions
- A supportive, fun working environment with opportunity for training & advancement

A variety of shifts are available from 6am-9pm, our centre is open 7 days a week.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

Apply now, send your CV to hr@ncie.org.au - For more info visit ncie.org.au/about/our-jobs/



Come join the NCIE Fitness & Aquatics team!

Health and Fitness Team members

NCIE is looking for multiple Health & Fitness members to join our NCIE Fitness team.

Health & Fitness Team Members are key drivers of excellence and wellbeing in the day-to-day life of the NCIE Fitness Community.

You have:

- Cert III and IV in Fitness or similar qualification.
- Experience designing and delivering safe fitness programming and a variety of Group Fitness classes.
- Experience coaching one-to-one personal training clients and delivering on their training goals and objectives.
- Enjoy working in a fun, collaborative and proactive team.
- Current CPR & First Aid Certificates.
- Hold a valid Working with Children Check.

About NCIE

The National Centre of Indigenous Excellence (NCIE) is built on the land of the Gadigal people of the Eora Nation. NCIE builds capabilities and creates opportunities by delivering life-changing programs from our heritage-listed facilities in Redfern, Sydney. Our values are Excellence, Inclusiveness, Integrity and Growth.

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- Free on-site gym & pool membership
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A variety of shifts are available from 6am-9pm, our centre is open 7 days a week.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

Apply now, send your CV to hr@ncie.org.au - For more info visit ncie.org.au/about/our-jobs/



Go where you're needed to keep children safe.

A career in Child Protection is where you can make a difference by using your experience to protect children at risk.

You can choose your own career path and will collaborate with other professionals as a part of an expert team.

Help keep children safe and families strong. Join Victoria's Child Protection Service, go where you're needed.

Apply now at vic.gov.au/childprotectionjobs

Go where you're needed



Authorised by the Victorian Government, 1 Treasury Place, Melbourne
This advertising was produced in line with COVID-19 requirements.



Parliamentary
Budget Office

Analysts/Senior Analysts – various divisions

- Parliamentary Service Level 5/6
- Full-time ongoing
- Parliament House, Canberra
- \$79,267 to \$102,336 per annum + attractive employer superannuation

The Parliamentary Budget Office (PBO) supports the Parliament by providing independent, authoritative and non-partisan analysis of budgetary issues and the fiscal cost of policy proposals.

The PBO is seeking people with an aptitude for analysis to work in either of the two analytical areas of the PBO (Parliamentarian Costing and Analysis Division and Fiscal Policy Analysis Division).

For further information and to apply, go to the PBO's website at <https://aph.gov.au/pbo> and click on the careers page.

Applications close Sunday 17 October 11:30pm AEDT.



Parliamentary
Budget Office

Assistant Director – various divisions

- Parliamentary Executive Level 1
- Full-time ongoing
- Parliament House, Canberra
- \$114,759 to \$132,504 per annum + attractive employer superannuation

The Parliamentary Budget Office (PBO) supports the Parliament by providing independent, authoritative and non-partisan analysis of budgetary issues and the fiscal cost of policy proposals.

The PBO is seeking people with an aptitude for analysis to work in either of the two analytical areas of the PBO (Parliamentarian Costing and Analysis Division and Fiscal Policy Analysis Division).

For further information and to apply, go to the PBO's website at <https://aph.gov.au/pbo> and click on the careers page.

Applications close Sunday 17 October 11:30pm AEDT.



**Anglicare
Victoria**

AFTER HOURS WORKER - SENIOR PRACTITIONER

Casual - SCHADS 6 Level

The After Hours Practitioner will provide high quality risk assessment and will coordinate and manage complex issues across Out of Home Care and other relevant services.

Applications close 22 October 2021
To view PD and application details, please visit careers on our website.

1300 889 335 | anglicarevic.org.au

BETTER TOMORROWS



MUNGABAREENA
ABORIGINAL
CORPORATION

Aboriginal Family Violence Practitioners

The Orange Door operates within an integrated network of Support and Safety Hubs across Victoria to provide a new way for women, children and young people experiencing family violence, and families in need of support to access coordinated community, health, and justice services. The Hubs also focus on perpetrators of family violence, to keep them in view, and play a role in holding them accountable and changing their behaviour.

There are 2 positions located in Wangaratta and Wodonga, Salary range \$74,427 to \$97,128 depending on qualifications, skills, and experience. Salary sacrifice arrangements are also available.

Come join the MAC Family
"Working for community with Community"

For further information please Contact our HR Manager on 0401254681 or email hr@mungabareena.org.au

Applications close: 8th of October 2021



Electronics Technician (Cert III) Apprenticeships, Canberra

Learn a diverse range of skills across cable making, soldering, automated surface mount assembly, test and repair, and mechanical assembly. Our apprenticeships offer full time employment and career development, for Aboriginal and/or Torres Strait Islander people, through a combination of on the job experience at CEA (Fyshwick) and attending the nominated tertiary education provider.

Do you have?

- An interest in electronics and demonstrated mechanical aptitude;
- Good hand-eye coordination skills;
- Good communication skills and the ability to follow instructions;
- Ability to work collaboratively in a team;
- Sound knowledge of mathematics and physics (Year 12 completion preferred);
- Good Computing skills, particularly Microsoft Office Suite;
- Identify as Aboriginal and/or Torres Strait Islander.

CEA offers excellent benefits and conditions. All applicants must be eligible for an Australian Government Security Clearance, initially at baseline (5 years checkable employment/ residential history).

To find out more about these opportunities, email your resume to Recruitment@cea.com.au



Place Manager - Aboriginal Engagement

- Be a big part of supporting and engaging our Community
- Work on a variety of different Community projects
- Salary Range: \$83,282.59 to 89,923.27 per annum

Position overview

This is a full-time, ongoing position based in Bairnsdale. The role will aid and support to residents and communities across East Gippsland to respond to issues and opportunities in a timely and outcome focused manner. Its focus is to give the Aboriginal community greater confidence and trust to engage with Council, and to help stimulate consideration of the needs of the local Aboriginal community across all areas of Council.

This is an Aboriginal Designated Position, classified under 'special measures' of section 12 of the Equal Opportunity Act 2010 (Vic). Only Aboriginal and/or Torres Strait Islander people are eligible to apply.

Applications close at 11.59pm on Monday 18 October 2021.

For more info or if this sounds like your next career move, please view the vacancy under our Careers Page on the East Gippsland Shire website.

For more information in a confidential setting, please contact **Rebecca Pantry, Acting Community Programs Coordinator**, on (03) 5153 9500.

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CHIEF EXECUTIVE OFFICER (CEO)

- Miwatj Health Aboriginal Corporation
- Primary Health Care & Wellbeing Services
- Nhulunbuy & East Arnhem Land, NT

Miwatj Health, a large and successful Aboriginal Community Controlled Health Service, seeks to appoint a new Chief Executive Officer to strengthen the leadership, financial management, service delivery and strategic development of the organisation. Applicant skills and experience sought include:

- Extensive experience in a senior management capacity in community services, ideally with a primary health care organisation.
- Strategic approach with the vision to drive the organisation's excellence as an Aboriginal Community Controlled Health Service operating across a range of remote areas.
- Strong financial skills, including grant and operations management, budgeting and financial reporting.
- Success in relationship development with funding agencies, service regulators, peak bodies, strategic partners and community bodies.
- Strong cross-cultural capability to work effectively and respectfully with Aboriginal and Torres Strait Islander people.
- Proven leadership, team building, mentoring, communication, motivation and management skills.
- Tertiary qualifications in business, finance, clinical or community services disciplines.

Applications from Aboriginal and Torres Strait Islander people are encouraged, but this is not a designated/identified Aboriginal and Torres Strait Islander appointment.

Applications in the form of a brief resume and cover letter to response@kmsearch.com.au please, quoting ref #4553. Suitable candidates will be supplied with a candidate brief and invited to submit responses to selection criteria later in the recruitment process.

For more information, contact **Keith Mackay** of KMSearch on 07 3289 6071 for a confidential discussion.

Applications close 12 noon 22 October 2021.



Indigenous Engagement Coordinator

Location: New South Wales or Clayton campus

Remuneration: \$102,120 - \$112,722 pa HEW Level 08 (plus 17% employer superannuation)

The Opportunity

We are seeking someone who can ensure Indigenous perspectives, knowledges and ways of being are creatively and successfully practiced in the delivery of the Fire to Flourish program. This includes enhancing opportunities for engagement and partnerships across a range of Indigenous communities in New South Wales and Victoria, to ensure the program has a meaningful and lasting positive social impact.

The successful candidate will ideally have experience working with and in Indigenous communities and have an understanding and appreciation of Aboriginal and Torres Strait Islander cultures and knowledge of protocol. This position is suited to a highly motivated Indigenous Australian with extensive relevant experience; relevant education and training is desired but not required. People leadership and supervisory experience in a complex environment, with the ability to motivate and develop a high-performance team is also desired.

Only Indigenous Australians are eligible to apply. This position is exempt under the Special Measure Provision, Section 12 (1) of the Equal Opportunity Act 2011 (Vic).

Enquiries

Briony Rogers, Associate Professor and Fire to Flourish Chief Executive Officer, (03) 448 716 914

Jacinta Elston, Professor and Pro Vice-Chancellor (Indigenous), William Cooper Institute Head, (03) 9905 8643

Closing Date

Wednesday 27 October 2021, 11:55pm AEDT

To view the position description and instruction on how to apply see our ad on the Koori Mail website under **JOBS & GENERAL WEB ADS**

First Nations Lawyer

First Nations Community Engagement Officer

Do you want to help First Nations communities in Victoria to care for Country?

We're a not-for-profit environmental legal organisation starting a new program that builds on our work with First Nations peoples, using environmental law to protect Aboriginal interests.

You will work closely with First Nations individuals, organisations and communities to understand their legal needs and work with them to overcome the legal barriers that stop them from exercising their caring for Country rights and obligations.

These are Aboriginal Designated Positions. Only Aboriginal and/or Torres Strait Islander people are eligible to apply. The positions are based in Melbourne.

Closing date: 31 October 2021

envirojustice.org.au/get-involved/jobs



TAFE Services Coordinator

TAFE NSW, Wyong Campus
Full-time ongoing role

Remuneration Package is valued at \$93,515 (\$83,885 - \$90,336 + employer contributions).

Applications close Tuesday 19 October 2021 at 11:59 pm

For more information please visit iworkfor.nsw.gov.au
Job Reference Number 0000817Z or contact Manager TAFE Services, Tamara Reilly on (02) 4350 2367 or tamara.reilly3@tafensw.edu.au




The Aboriginal Community Elders Services (ACES) is an Aboriginal community-controlled organisation that supports and advocates for the Aboriginal community. Our strength lies with our people. Our team is committed to the organisation's vision and values; advocates for our Elders and other vulnerable community members; and shows respect for, observance and compliance with Aboriginal cultural protocols, practice and ceremony. Our Aboriginality is what distinguishes us from mainstream services and what enables us to deliver the positive outcomes we achieve for our people.

Finance Officer

8 Months Maternity leave

ABOUT THE ROLE: Currently ACES is recruiting Finance Officer 8 Months Maternity Leave. The overall of the Finance Officer will be proceeding Fortnightly Payroll, accountable, payables, Personnel and General Administration duties.

Community Engagement Worker

ABOUT THE ROLE: The Community Engagement workers will seek out and connect with Aboriginal Elders living in the community who have no supports to assist with but not limited to their: ADL's, social interaction, independence, engaging with the community and mental and emotional wellbeing supports within the Greater Melbourne area and also connect them with ACES and other support services as required.

The worker will then maintain contact with the Elders on a regular basis to ensure they are supported in their homes and that they are further connected with the community and engaged in community events to reduce their isolation. This position involves proactively delivering activities to engage and communicate with Elders, community, Aboriginal.

OUR VISION: Will be a place of choice. We will lead in service delivery whilst maintaining Aboriginal Culture and values around family and kin.

For further information about these two positions and a link to apply see our ad on the Koori Mail website under the heading **JOBS & GENERAL WEB ADS**



T H I R R I L I

JOBS FOR ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE – MULTIPLE ROLES, MULTIPLE LOCATIONS

Positions funded until 30 June 2024

We are recruiting Australia-wide and have the following roles available:

About us

Thirili Ltd (Thirili) delivers the National Indigenous Suicide Postvention Service across Australia and has taken a national leadership role in the provision of suicide postvention support and assistance to Aboriginal and Torres Strait Islander individuals, families and communities. Thirili employs a dedicated team of professionals to provide support across all states and territories in Australia. We are an Aboriginal Community Controlled Organisation, with Indigenous Board and Executive & Leadership team.

We provide flexible working arrangements and extensive salary packaging opportunities for all employees. We support our Aboriginal & Torres Strait Islander staff with Cultural and Ceremonial Leave, as well as annual leave and personal leave.

We have multiple roles available with contracts until 30 June 2024.

The Role: Finance Coordinator (\$92,294-\$97,558pa, plus Super) – LOCATION FLEXIBLE

The Finance Coordinator provides oversight of all financial matters for the organisation, including monthly accounting journals; preparation of Financial Reports to the Board; preparation of financial reporting and acquittals to funding bodies; oversight of month end accounts; fortnightly payroll and balance sheet reconciliations. Provision of reports to the Audit, Finance & Risk Subcommittee of the Board. Will be responsible for building a quality financial management system with a focus on continuous improvement and compliance.

About you:

Mandatory requirements: Tertiary qualifications in accounting or other relevant qualifications. CPA/CA qualification or working towards will also be of benefit. A minimum of 3 years' experience

Ideally this role would be filled by an Indigenous Australian. Salary packaging options. Location flexible.

The Role: Regional Coordinator (\$84-\$96,794pa, plus super) – Location WA/SA and NSW/VIC

This position provides leadership to, and oversight of, teams of Indigenous Suicide Postvention Advocates in – there are two positions available – one for NSW/VIC and one for SA/WA (and you can be located in either jurisdiction). You will be responsible for providing guidance and support to the Advocates to ensure quality case practice. You will also be required to engage with stakeholders across government, the non-government and not for profit sectors, including with Aboriginal Community Controlled Organisations (ACCOs). Salary is based upon qualifications, skills and experience and is in accordance with the SCHADS Award Level 5 & Level 6.

The Role: Practice Manager: (\$92-\$96,794pa, plus super) Location Flexible

The Practice Manager provides critical support, guidance and advice to Advocates relating to case coordination and management. They also lead Case Review Meetings; Case Audits and professional development supports for the Advocate teams. Your expertise will ensure cultural safety is at the forefront of our practice and you will provide regular reports on progress. You will be required to monitor adherence to our Model of Care and Program Logic. About you: As Regional Coordinator and/or Practice Manager, qualifications in either Mental Health; Social & Emotional Wellbeing; Counselling; Psychology; Social Work or Aboriginal Health Workers/Practitioners or other relevant disciplines are mandatory, together with at least 3 years' experience in provision of social, cultural and emotional wellbeing services.

Both roles are identified positions - you must be Aboriginal and/or Torres Strait Islander to apply for these roles.

The Roles: Indigenous Suicide Postvention Advocates (\$74-\$79,807pa, plus super): The Locations: WA, NSW, QLD, SA, VIC and NT

The Indigenous Suicide Postvention Advocates provide a local response and provision of practical support to individuals, families and communities, following a loss to suicide or other fatal traumatic incidents.

You will also engage with Aboriginal community led and controlled organisations; Government agencies; and other services and supports available in local and regional areas.

About you: Qualifications in either Mental Health; Social & Emotional Wellbeing; Counselling; Psychology; Social Work or Aboriginal Health Workers/Practitioners are mandatory. We encourage applicants who have lived experience of suicide.

These roles are identified positions and applicants must be Aboriginal and/or Torres Strait Islander.

The Role: Community Development Workers (2 positions – Adelaide/Regional SA) (Salary dependent upon experience – up to \$74,000 plus super pa)

The Community Development Workers deliver support to Aboriginal and Torres Strait Islander individuals, families and communities across South Australia, who are or may be, impacted by the COVID-19 Pandemic. You will visit communities; engage with services; provide reports to State Government and travel to communities to yarn about wellbeing.

About you: You will ideally have experience in community development roles, or have qualifications in health related areas such as Mental Health, Aboriginal Health Worker/Practitioner, Community Development, Indigenous Development and capacity building. You will use your experience to support our families.

These roles are identified positions and applicants must be Aboriginal and/or Torres Strait Islander.

The Role: Marketing & Communications Coordinator (\$81,001 plus super) Location Flexible

This is a new, exciting role that provides opportunity to build a portfolio of experience across a broad range of areas. This role will take responsibility for developing and maintaining our website and social media platforms; developing and designing our promotional material; designing and drafting our monthly newsletter; maintaining stakeholder information; and preparation of Reports to the board, including data analytics for the social media and websites; and stakeholder activity. You will bring your creative flair; exceptional oral and written communication skills and demonstrated experience in a similar role/s.

About You: This role is preferably to be filled by an Indigenous Australian. Ideally you will have qualifications in communications, media and/or marketing and a minimum of 2 years experience in similar roles.

The Role: People & Culture Coordinator (\$81,001 plus super) Location flexible

This is a new opportunity within Thirili and provides an opportunity for an experienced HR practitioner to develop and expand their skills and expertise. Responsibility for Employee Development, including leading our Performance Development Planning; Recruitment; HR advice; supporting Executives and Managers to build their teams; provision of Award advice; developing and implementing a comprehensive Orientation and Induction program; reviewing, implementing and monitoring our Health & Wellbeing policies.

About You: Your experience in multi-faceted HR roles, together with your qualifications in a relevant discipline, and ability to work collaboratively as part of a small yet dynamic leadership team will be highly regarded. Ideally you will have a minimum of 3-5 years' experience in relevant roles.

Sound interesting? Contact Christine Clarke (Christine.C@thirili.com.au) to obtain a copy of the Position Description and selection information. Applications must include: CV, Referees, Statement of Claims addressing the Selection Criteria.

APPLICATIONS CLOSE – 20 October 2021

More about Thirili at www.thirili.com.au and also our social media pages:



Position Title: Student Support Services Administration Support Officer

Position Number 20008242

Employment Type: Fixed Term Until 04/02/2021 - full time

Job Function: Administration / Secretarial

Classification: VPS3

Closing Date: 10/10/2021

Salary Range: \$71,853 – 87,245

Contact: Samantha Heriz - samantha.heriz@education.vic.gov.au

Student Support Services Administration Support Officer, NEV - Ovens Murray North-Eastern Victoria Region/ Department of Education and Training

An opportunity exists to join the Ovens Murray Area Student Support Services team. This is a fixed-term and full-time role until 4 February 2022. The purpose of this role is to provide administrative support to the Area's Student Support Services team. Student Support Services are a team of Allied Health professionals whose purpose is to assist children and young people facing a range of barriers to learning to achieve their educational and developmental potential through the provision of a range of strategies and specialised support at individual, group, school and Area levels. The Administrative Support Officer plays a key role in supporting the Student Support Services Manager and other team members as required. The responsibilities of the role include, but are not limited to, managing emails and stakeholder consultations, preparing papers and agendas, maintaining updated information systems and databases, providing project support, and supporting project reporting procedures. This position requires strong organisational and administrative skills, as well the ability to manage relationships and interface on behalf of the area. This role will suit an applicant that enjoys working in a fast-paced and challenging environment. The position requires knowledge and experience in using a variety of software programs, including the Microsoft Office suite and SharePoint. Skills and experience in handling and reporting on data are desirable. For more information, please contact Samantha Heriz - samanthaheriz@education.vic.gov.au. To apply, please visit the following website: <https://jobs.careers.vic.gov.au/jobs/VG-DET-SRSG-20008242>. Department of Education and Training is committed to diversity. The Department places considerable effort and resources into responding to the needs of staff with a disability. People from disadvantaged groups are encouraged to apply for this position. If you require assistance, with the recruitment process, have accessibility or adjustment requirements, please communicate with the contact person listed on this job advertisement or contact the People Division via email: vps.hr.services@edumail.vic.gov.au



Start your career with us today!

We are looking for compassionate people who can be positive role models and who can build trust and connection with employees and young people within our organisation.

We have exciting full time and part-time career opportunities now available at MacKillop Family Services.

Current positions include:

- Case Managers (NSW & VIC)
- Case Manager, Pilbara (WA)
- Cultural Healing Specialist (VIC)
- Family Preservation and Reunification Practitioners (VIC)
- Family Support Workers (NSW, VIC & WA)
- Family Therapist (Regional & Metro VIC)
- HR Business Partner (VIC)
- Paw Pals Program Facilitator (Regional VIC)
- Program Manager (Coonamble or Walgett)
- Residential Care Workers (Regional & Metro VIC)
- Senior Therapeutic Specialist (Social Workers/Psychologists) (NSW & ACT)
- Student Placement Administrator (New Role) (VIC)
- Talent Acquisition Partner (VIC)
- Therapeutic Case Worker (NSW)
- Youth Workers (Regional & Metro NSW & ACT)

How to apply

To view our current vacancies and to apply, please visit: www.mackillop.org.au/careers

If you would like more information about working at MacKillop, contact **Esmail Manahan, National Leader, Aboriginal Service Development** on Esmail.manahan@mackillop.org.au or 03 8687 7496.



Vacant Positions

YORTA YORTA TRADITIONAL OWNER LAND MANAGEMENT BOARD (the Board)

General:

Yorta Yorta Nation Aboriginal Corporation is seeking applications for 3 (three) vacant Yorta Yorta positions on the Yorta Yorta Traditional Owner Land Management Board (the Board).

Role of Board:

The role of the Board is to enable the knowledge and culture of the Yorta Yorta People to be incorporated into management of Barmah National Park. The key function of the Board will be to monitor and encourage compliance with the Joint Management Plan through the preparation of a Joint Management Implementation Plan.

For Position Description including Key Selection Criteria please contact:

Yorta Yorta Nation Aboriginal Corporation.

Attention: Kristie Hearn

Subject: YYTOLMB Board Vacancy.

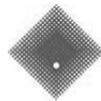
Email: reception@yynac.com.au

Website: www.yynac.com.au

Phone: (03)5832 0222

Applications close **COB, 18 October 2021** all applications must address the key selection criteria.

No late applications will be accepted.



VICTORIA UNIVERSITY

MELBOURNE AUSTRALIA

Aboriginal Community Project Assistant

Victoria University has two Aboriginal Community Project Assistant jobs

They are part time positions at HEW 5, \$69,449 - \$79,773 per annum (pro rata) working 18.38 hours per week over a fixed term contract period to 16/12/2022 at the Footscray Park Campus and in the Aboriginal community in the west of Melbourne.

About the role

The overall purpose of the Aboriginal Community Project Assistant is to work closely in a small Aboriginal team in Moondani Balluk at VU and with the Traditional Owners of the Werribee River to research and document water and land usage. Some research will be archival or in the public domain and accessible via desktop work in the office. Other work will be done in liaison with relevant Traditional Owner organisations, in particular those Registered Aboriginal Parties as appointed by the Victorian Aboriginal Heritage Council.

About the person

We are looking for someone with basic research skills, who has an understanding of Traditional Owner boundaries in Victoria, and who is willing to step outside of their comfort zone to work in a project with Water Engineers and Scientists and Greater Western Water. If you have good organisational skills and some relevant project work experience, this is the job for you.

How to apply

For a position description and to submit an application please visit our 'Employment Vacancies' website: www.vu.edu.au/jobs.

Applications must be submitted as a single document comprising:

- Your curriculum vitae/resume, and
- Your responses to the selection criteria listed in the position description.

More information about the position please contact KJ on Phone: (03) 9919 2836 or Email: Karen.Jackson@vu.edu.au



Manager

Youth Justice; Region - South West;
Service Delivery - Child and Family

Applicants are required to nominate an Aboriginal person or Torres Strait Islander person who is recognised and accepted within the community as a referee to support their ability to meet the key responsibilities

Department of Children, Youth Justice & Multicultural Affairs

Salary: \$124,401 - \$131,463 p.a.

Location: Toowoomba

REF: QLD/388780/21

Key Duties: Lead and manage Youth Justice Service Centre in delivery of high quality Youth Justice Services to clients and communities through implementation of quality case management systems and practice.

Skills/Abilities: Shape strategic thinking, achieve results, cultivate productive working relationships, exemplify personal drive and integrity, communicate with influence

Enquiries: Alex Smith 0436 671 582 To apply please visit www.smartjobs.qld.gov.au

Closing Date: Tuesday, 2 November 2021



M1927



BOOKKEEPER & ADMIN MANAGER

ABOUT US:

The Koori Mail is Australia's fortnightly national Indigenous newspaper that has been operating for 30 years from our head office in Lismore NSW. Established in May 1991, the Koori Mail is distributed Australia-wide in print form and globally online, providing news, views, advertisements, and other material of vital interest to Aboriginal and Torres Strait Islander people and Australians interested in Indigenous affairs. We have also recently launched a Koori Mail podcast program to provide another media platform for accessing Koori Mail content and Indigenous news and stories. The Koori Mail stands out as a company who looks after our staff, providing a culturally safe workplace and long-term employment for the right candidate.

ABOUT THE ROLE:

We are seeking applicants for the role of Bookkeeper & Admin Manager that reports to the General Manager and involves the following responsibilities:

- Accounts receivable & payable
- Bank and credit card reconciliations
- Payroll
- Month end & year end reconciliations
- Maintaining subscriptions database
- Manage and supervise workload of other Admin staff
- Support General Manager to prepare reports for Accountants and Board of Directors
- Ensure compliance with statutory and ATO obligations including managing BAS, IAS, Super and insurance
- Develop, review, and streamline Admin department processes

OUR IDEAL CANDIDATE:

We are looking for someone who is proactive, possesses an acute level of accuracy, attention to detail and a 'can do' attitude to join our team.

You will also possess the following qualities and experience:

- A qualification in a relevant discipline (Accounting, Finance) and/or equivalent demonstration of such knowledge
- Thorough working knowledge of Xero accounting software (or an ability to apply and adapt your extensive experience with other accounting programs to working with Xero)
- Excellent time management and ability to manage the workload of the Admin department to adhere to strict deadlines
- Proactive in refining processes and creating greater efficiency
- Reliable, highly trustworthy and a strong sense of integrity
- Excellent Word and Excel skills

To apply, please email a cover letter outlining your experience in the above areas, with a current CV/Resume and at least two referees to: jacki@koorimail.com.

Salary details will be discussed during the interview process and will reflect experience and capabilities of the successful applicant.

Aboriginal and Torres Strait Islander persons are strongly encouraged to apply.



I work FOR NSW

Consumer Peer Worker - MyStep to Mental Wellbeing - Deniliquin - Temporary Full-Time role until 20 June 2023

Known for our innovative consumer focused models of care which are designed for the rural and regional population we serve, our Mental Health teams provide critical services within acute, sub-acute and community settings throughout the Murrumbidgee Local Health District.

As a member of our team you will have the opportunity to work within a talented multidisciplinary environment, have excellent support with ongoing development and access to key technologies connecting you with colleagues and consumers based throughout the District.

- Generous Salary Packaging options + rural and remote incentives
- Short-term accommodation available
- Relocation assistance available

This is an identified position in accordance with Section 14 of the *Anti-Discrimination Act 1977*. Applicants must be of Aboriginal or Torres Strait Islander descent.

The Aboriginal identified Consumer Peer Worker will work within the MyStep to Mental Wellbeing Program to provide appropriate and effective support to consumers accessing or considering connecting with the MyStep to Mental Wellbeing Program. Advocacy and consultation to local Aboriginal people residing in the Western and Border Murrumbidgee region will be an essential part of this role.

Stepping Up aims to assist Aboriginal job applicants by providing information about applying for roles within NSW Health. For more information, please visit: steppingup.health.nsw.gov.au

Department: Murrumbidgee LHD

Applications Close: 21 October 2021

Follow MLHD on FB, LI and Instagram and visit mlhd.health.nsw.gov.au/careers

To learn more please visit: jobs.health.nsw.gov.au/mlhd/jobs and search for Requisition ID REQ262010

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