



## Winnunga Nimmityjah Aboriginal Health & Community Services

Winnunga Nimmityjah Aboriginal Health & Community Services is a community controlled health service providing holistic health care to the Aboriginal and Torres Strait Islander communities of the ACT and surrounding areas. The Service manages approximately 30 programs through various funding agreements and employs more than 70 staff offering salary sacrifice pursuant to tax department regulations and organisational policy.

Services delivered by the **Social Health Team** include counselling, referral and support for a range of issues including justice/legal matters, alcohol and substance use, care and protection matters, homelessness and social and emotional wellbeing support.

We are seeking several fulltime positions to work within our Social Health Team & Medical Reception

### Social Health Worker

#### Social and Emotional Well Being Program

The role of the Social and Emotional Health Worker is to ensure that the programs objectives are met whilst under the supervision and direction of the Social Health Team Manager. The successful applicant would need to have the ability to problem solve effectively on a day-to-day basis and in crisis situations, liaise with medical staff and negotiate complex issues with clients and their families.

### Drug and Alcohol Social Health Worker

The successful Drug & Alcohol Worker applicant will have experience in liaising with other drug and alcohol services and build productive working relationships with service providers. Assist clients to work towards self-empowerment through education and the provision of information and appropriate referrals and by developing daily living skills such as budgeting, drug and alcohol awareness and confidence building skills and able to work effectively and appropriately with families.

### Reducing Alcohol Related Harm for Aboriginal & Torres Strait Islander Peoples Worker

The Reducing Alcohol Related Harm for Aboriginal and Torres Strait Islander Peoples Worker applicant would need to have experience in liaising with alcohol services and build productive working relationships with service providers. Assist clients to work towards self-empowerment through education and the provision of information and appropriate referrals. Deliver community education sessions to promote healthy behaviours to reduce harmful alcohol use and provide information on how to access support. Is experienced in delivering weekly alcohol misuse support/information groups, developing and implementing case management plans

### Justice Reinvestment Worker

The Justice Reinvestment Worker would need to have experience in delivering a high level of support to clients who are incarcerated, and/or who have been in contact with the criminal justice system. Provide support and assistance to clients who are attending Court, advocate the needs of clients to external services, facilitate initiate group meetings, and support sessions that involve clients, families and community members.

The successful applicants for all of the above positions would demonstrate excellent interpersonal and communication skills, counselling experience and a demonstrated capacity to work effectively, positively and collaboratively within a multi-disciplinary team.

### Medical Receptionist

We are seeking experienced and efficient Medical Receptionists to work in our busy medical service located at Narrabundah. The successful applicant would need to demonstrate a high level of organisational skills, excellent written and verbal communication skills, and previous experience in handling patient enquiries, appointments and managing incoming calls, computer skills for data entry and e-mail communication.

**Aboriginality is a genuine qualification for the above positions and is authorized under section 42 of the Discrimination Act 1991 (ACT) and S8 of the Racial Discrimination Act 1975 (Cth)**

### Human Resource Manager

We are seeking a fulltime Human Resource Manager to work in our Administration Department in Winnunga AH&CS is made up of a Finance Manager, Finance Officers, Data Officer, Policy Officer, Accreditation Manager, Research Officer, Executive Assistant, Practice Manager and Medical Receptionists. The role of the HR Manager under the supervision of the Finance Manager is to ensure that the human resource, procurement affairs of Winnunga AH&CS are in order and all legal, and organisational and contractual obligations are met in an accurate and timely manner and to maintain the highest standards of professional conduct.

### Project Officer

#### NDIS Engagement and Sustainability Program

#### National Disability Insurance Scheme

We are seeking a fulltime Project Officer. The NDIS Engagement and Sustainability Project Officer is situated within Winnunga Nimmityjah Aboriginal Health and Community Services. The role of the NDIS Engagement and Sustainability Project Officer is to ensure the objectives of the Program are met by increasing community awareness of the National Disability Insurance Scheme (NDIS). The aim of the Program is to increase the number of Aboriginal Community Controlled Health Organisations (ACCHOs) and Aboriginal Medical Services (AMS) registered and delivering services sustainably under NDIS to Aboriginal and Torres Strait Islander people.

### NDIS Community Connector

#### National Community Connector Program

#### National Disability Insurance Scheme

We are seeking a fulltime Community Connector. The NDIS Community Connector is situated within Winnunga Nimmityjah Aboriginal Health and Community Services. The role of the NDIS Community Connector is to ensure that the objectives of the Program are met by promoting community awareness to support people with a disability to access services under the National Disability Insurance Scheme (NDIS). Providing assertive outreach to Aboriginal and Torres Strait Islander communities in a culturally sensitive manner in breaking down barriers by developing trust and rapport to accessing the NDIS.

The successful applicants for all of the advertised positions would demonstrate excellent interpersonal and communication skills, demonstrated capacity to work effectively, positively and collaboratively within a multi-disciplinary team.

**Aboriginal people are encouraged to apply for the NDIS and HR positions**

Applicants must obtain a copy of the selection criteria and address all criteria.

For more information and or a copy of the position description and selection criteria please call **Roseanne Longford**, HR Manager on 6284 6259 or email [Roseanne.Longford@winnunga.org.au](mailto:Roseanne.Longford@winnunga.org.au)

Applications should be addressed and mailed to **Julie Tongs**, CEO, Winnunga Nimmityjah Aboriginal Health Service 63 Boolimba Cres Narrabundah ACT 2604 or by email to [Roseanne.Longford@winnunga.org.au](mailto:Roseanne.Longford@winnunga.org.au)

#### WORKING WITH VULNERABLE PEOPLE CHECK (WWVPC)

**All people employed at Winnunga are required to provide their WWVPC registration, or to carry out a WWVPC pursuant to the Working With Vulnerable People (Background Checking) Act 2011 (ACT).**

**Applications close 8th February 2021**

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POSITIONS ON OUR  
WEBSITE**