



## Dandenong and District Aborigines Co-operative Limited

### 2021 ATSI Traineeships at DDACL

Are you Aboriginal and/or Torres Strait Islander wanting to launch a career in an Aboriginal Community Controlled Health Organisation? In conjunction with the Victorian Community Controlled Health Organisation, the Dandenong and District Aborigines Cooperative is offering three 12 month traineeship opportunities in the following areas:

- Family Services- family support work with a qualification in community services
- Corporate Services- administration support work with a qualification in business administration
- Aged and Disability Care- home maintenance work with qualification in landscaping or similar.

**Be quick as applications close 5pm 23 February 2021.**

### NDIS Aboriginal Access Coordinator

Come and join in our vision to empower the Aboriginal community lead their best lives. In this exciting opportunity you will provide advice and support to individuals within the community seeking access to NDIS as well as develop relationships with local agencies. ATSI applicants are strongly encouraged to apply.

The Dandenong & District Aborigines Co-operative Ltd (DDACL) is an Aboriginal Community Controlled Health Organisation (ACCHO) which is governed by a community elected Board of Directors. The position sits within the Social and Community Services (SACS) area of DDACL and the Aged and Disability team. The NDIS Aboriginal Access Coordinator will provide direct support and secondary consults to individuals within the community seeking access to the NDIS and participate in program promotion and developing appropriate linkages with Aboriginal and Torres Strait Islander community agencies, local mainstream services and other DDACL programs. They will also ensure that community needs are

reviewed for an effective service aligned with need, engage participants in the planning, delivery, development, monitoring and evaluation of NDIS service with their care team and circles of support, and coordinate reporting on project activity, including impact and effectiveness.

This position involves driving to various locations in the Greater Dandenong, Casey and Cardinia shires as well as outer East of Melbourne, inner Gippsland and outer Gippsland. Drivers licence is essential.

**Applications close 5pm 3 March 2021.**

### Human Resources Advisor

Come and join in our vision to empower the Aboriginal community lead their best lives. The Dandenong & District Aborigines Co-operative Ltd (DDACL) is an Aboriginal Community Controlled Health Organisation (ACCHO) which is governed by a community elected Board of Directors.

This position sits within the Corporate Services Team reporting directly to the Corporate Services Manager and works closely with the Aboriginal Workforce Development Officer, providing generalist HR support and advice to the business. ATSI applicants are strongly encouraged to apply. You will need to possess an HR qualification or similar and have generalist HR experience preferably in the community based/ not for profit sector.

For further details about the positions including the key selection criteria and to apply, please visit our careers site by clicking on the **WEB LINK** button below.

**Applications close 5pm 2 March 2021.**

**WEB LINK**  
**CLICK TO DOWNLOAD THE**  
**POSITION DESCRIPTION**  
**AND TO APPLY**