



Executive Assistant to Chief Executive Officer

- **Permanent, Full time**

Yerin is the auspicing organisation of the Eleanor Duncan Aboriginal health Centre, based at Wyong NSW and is a community controlled primary health care service. National research highlights that this model of care is more responsive to the medical, social and emotional needs of Aboriginal people. Our services are delivered in a culturally responsive and proficient manner. For more information please visit: <https://yerin.org.au>

Yerin is looking for a suitably qualified, full time Executive Assistant. The position holder will be responsible for providing internal administration and secretarial support to the CEO. The successful candidate must have a high level of confidentiality, initiative, tact and independent judgment. The candidate will have leadership qualities such as adaptability, flexibility and dependability. Yerin fosters a team environment that delivers culturally appropriate integrated primary health care services.

Salary sacrificing options up to \$15,950 available.

This is an identified position under section 9A of the NSW Anti-Discrimination Act 1977. You must be Aboriginal or Torres Strait Islander.

Job applications close 5pm Wednesday 4 March

For further information, contact Belinda Field, CEO on 02 4351 1040.

**JOB
LINK**

Administration Workers

- **Two full time roles available**

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We are looking for two highly motivated Aboriginal people to undertake the roles of Administration Workers on a full-time basis. The successful candidates will support and coordinate the provision of a high quality primary integrated health care service. You will need to be able to multi-task, have excellent communication skills, be well organised and able to effectively time manage. You will lead and participate in a team environment but also be able to work independently. A Competitive Salary Package is available including salary sacrifice. All applicants must obtain an employment package in order to apply for the positions.

Role 1: Administration Support Officer (Programs)

Role 2: Administration Support Officer (EDAHC)

You'll also have access to salary sacrificing options up to \$15,950 to increase the value of your take home pay.

This is an identified position under section 9A of the NSW Anti-Discrimination Act 1977. You must be Aboriginal or Torres Strait Islander.

Job applications close 5pm Wednesday 4 March

For a confidential discussion about the position please contact Jessica Wheeler, Practice Manager Ph: 02 4351 1040.

**JOB
LINK**

All applicants must obtain an application pack and address the essential and desirable criteria in the Position Description.