



Wungening Aboriginal Corporation
Healing Aboriginal Peoples:
Mind, Body and Spirit



211 Royal St East Perth WA 6004
PO BOX 8105 PBC WA 6849
ph: 9221 1411 fax: 9221 1585

www.wungening.com.au info@wungening.com.au

Congratulations on taking the first step towards working for Wungening Aboriginal Corporation (Wungening), we can guarantee it's a decision you won't regret. This employment information pack will give you all the information you need to apply for a position with us.

A Job Description (includes duty statement and selection criteria) and an Application Form are enclosed.

For further information about the Wungening Aboriginal Corporation please contact (08) 9221 1411 or refer to the advertisement for alternative contact details.

OUR RECRUITMENT AND SELECTION PROCESS

Wungening is committed to fair, equitable and transparent recruitment processes.

Key steps in Wungening's recruitment process include:

1. The Selection Panel assesses applications against the selection criteria and invites short listed applicants for interview.
2. Interviews are conducted.
3. Referee checks undertaken.
4. Selection report prepared.
5. All applicants notified.

SUBMITTING YOUR APPLICATION

If you are applying for more than one position you are required to submit **a separate application for each position advertised.**

Your application should include the following:

1. Completed Application form (Attached).
2. Covering letter outlining your interest in the position.
3. Statement addressing all aspects of the selection criteria;
 - a. treat each criterion separately
 - b. explain how you meet the criteria
 - c. use examples to demonstrate your specific skill and knowledge.
4. Your Curriculum Vitae should provide the following information;
 - a. academic and/or professional training (including photocopy(s) of your qualifications
 - b. description of your work experience and skills starting with the most recent
 - c. major accomplishments at work.
5. Referees:

The panel will ask your referees how well they think you meet the requirements of the job. You should always advise your referees of the position and selection criteria required before nominating them in your application.

CLEARANCES

Wungening requires all positions (paid and volunteer) to obtain a National Police Certificate, Working with Children Check and Department of Justice criminal history check on, or prior to, commencement.

PROGRESS OF YOUR APPLICATION

Once applications have closed, all applications are sent to the selection panel. The panel will contact you directly if you have been selected for interview.

Please note: The selection process can take some time.

Late applications will not be accepted under any circumstances



Wungening Aboriginal Corporation
Healing Aboriginal Peoples:
Mind, Body and Spirit



211 Royal St East Perth WA 6004
PO BOX 8105 PBC WA 6849
ph: 9221 1411 fax: 9221 1585

www.wungening.com.au info@wungening.com.au

With a Vision for “a healthy, safe, strong and sustainable Aboriginal community”, Wungening Aboriginal Corporation (Wungening) is a progressive, innovative and sector leading Aboriginal Community Controlled Organisation. At Wungening we pride ourselves on providing a range of culturally secure, confidential and free of charge services for Aboriginal people who live in the Perth metropolitan area.

WE ARE SEEKING APPLICANTS FOR THE FOLLOWING POSITION
RESOURCE OFFICER (Aboriginal)

(Readvertised position – previous applicants need not apply)

An exciting opportunity exists for two enthusiastic and highly experienced Administration Officers to join our dynamic team. Applicants should have experience with a busy reception area, high level organisational skills with the ability to multi task in a busy environment and exceptional interpersonal skills.

As a public benevolent institution we are able to offer you up to \$15,900 cash value per FBT year (\$30,000 gross) as a tax free component of our salary. This significantly increases your expendable income.

Applicants are requested to provide a cover letter addressing the selection criteria as well as a copy of your resume including current referees. For a **complete Information pack** please visit our website www.wungening.com.au .

All applications must be submitted through www.seek.com.au

Closing date for all applications is Friday 4th January 2019

Wungening Aboriginal Corporation reserves the right to appoint this position prior to the application closing date or by invitation. For any further queries please contact Simone Clinch-Moore via email sclinch@wungening.com.au or phone 92211 411



Wungening Aboriginal Corporation
 Healing Aboriginal Peoples:
 Mind, Body and Spirit



211 Royal St East Perth WA 6004
 PO BOX 8105 PBC WA 6849
 ph: 9221 1411 fax: 9221 1585

www.wungening.com.au info@wungening.com.au

Position Title:	Resource Officer	Effective Date:	January 2018
Team:	Corporate Services	Reports to:	Administration Coordinator
Hours:	Full time (37.5 hrs p/week)	Award Classification	Level 1
Review Date:	January 2020		

Our Vision, Purpose and Values; *Why Wungening Aboriginal Corporation exists*

Our Vision

A healthy, safe, strong and sustainable Aboriginal community.

Our Purpose

WUNGENING (Healing) NALUNGH (Our) KUNGYAH (Spirit)

Our Purpose is to provide culturally secure and holistic programs and strategies that inform, educate and address the harmful effects of alcohol, drugs and other substances on individuals, families and communities and strengthen the mind and body and heal the spirit.

Our Values

Professional	Confidential	Non-Judgemental	Responsive	Trustworthy	Innovative
Compassionate	Culturally Sensitive	Integrity	Honest	Open	Transparent

This position

To meet and greets visitors, answers the phones and takes messages, provide administration support and collate and data entry, schedule building repairs and order office supplies.

Key Responsibilities

Administrative:

- You will adhere to Wungening's policy and operational requirements.
- You will maintain and provide regular data relating to clients.
- You will attend team meetings, staff meetings, staff training, supervision and meetings as required.
- Contribute positively to strategic and operational planning process.
- You will actively contribute to plans for development and improvement.
- Data entry of client information for recording the national minimum data set (SIMS)
- Manage switchboard and reception duties receive, direct and relay telephone messages.
- Order Stationary Supplies
- Data entry of client information for recording the national minimum data set.
- Respond to referral and direct to the relevant program manager.
- Providing administration support
- Collection, registration and distribution of incoming mail and outgoing mail
- Maintain Central Filing System
- Minute taking as required
- Ensuring main kitchen is clean and tidy and stocked with kitchen supplies.



Wungening Aboriginal Corporation
Healing Aboriginal Peoples:
Mind, Body and Spirit



211 Royal St East Perth WA 6004
PO BOX 8105 PBC WA 6849
ph: 9221 1411 fax: 9221 1585

www.wungening.com.au info@wungening.com.au

- Log and obtain quotes for repairs and maintenance in accordance with asset management policy and procedures

Stakeholder Management:

- Where required you will attend forums, meetings, working groups, etc. related to the role.
- You will liaise with staff, clients and external agencies.
- You will liaise with staff and clients to maintain high standards of information management.
- Develop and maintain respectful, supportive, collaborative and responsive relationships with both internal and external stakeholders.

Occupational Safety and Health - Safety and quality systems:

Staff have a 'duty of care' responsibility for safety and health at the workplace. Under Section 20 of the *Occupational Safety and Health Act 1984*, your 'duty of care' means that you must:

- work safely to ensure your own safety and health;
- make sure your actions do not cause injury or harm to others;
- follow instructions on safety and health and abide by Police and procedure and ask for assistance if you do not understand the information;
- report any hazards, injuries or ill health to your line supervisor; and
- Cooperate when you are required to do something for safety and health at the workplace.
- Staff are required to participate in Wungening quality improvement process and comply all policy and procedure.

Other:

- Other duties as requested by General Manager
- You will demonstrate a commitment to your own Continued Professional Development.

Selection Criteria

Essential:

1. Demonstrated work experience in a similar role.
2. High level of competence in administrative processes and procedures.
3. Ability to multi task and get the job done.
4. High level of computer literacy, demonstrated experience with software products which include, word, excel, PowerPoint and outlook.
5. Demonstrated ability in managing record management systems
6. Related on the job experience

Desirable:

1. Demonstrated ability to work with Aboriginal and Torres Strait Islander people.

Required Clearances:

1. Working with Children Card prior to commencement
2. Drivers Licence
3. Police Clearance

Certification:

As occupant of this position I have noted the responsibilities and other requirements detailed in the document.



Wungening Aboriginal Corporation
 Healing Aboriginal Peoples:
 Mind, Body and Spirit



211 Royal St East Perth WA 6004
 PO BOX 8105 PBC WA 6849
 ph: 9221 1411 fax: 9221 1585

www.wungening.com.au info@wungening.com.au

VACANCY DETAILS	Position Title	
	Position Location	
PERSONAL DETAILS	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr	Surname (Family Name)
	Other Names	Preferred Name
	Phone Home: Mobile:	Permanent Residency is a pre-requisite for permanent appointment. Are you an Australian Citizen or Permanent Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you identify as a person of Aboriginal and Torres Strait Islander descent? Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both
SUPPLEMENTARY DETAILS	HEALTH / DISABILITIES	
	A disability, injury or medical condition is NOT a barrier to employment. However to assist us in assessing opportunities for your placement in appropriate employment, please indicate whether you have a disability, injury, or medical condition likely to affect your work performance or impact on your ability to undertake the duties of the position you have applied for. <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details:	
	WORKERS' COMPENSATION CLAIM	
	A previous Worker's Compensation Claim is NOT a barrier to employment. To assist us in assessing opportunities for your placement in appropriate employment, have you ever made a Workers' Compensation Claim? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details and specify whether you have any current claims:	
	CRIMINAL CONVICTIONS	
	A criminal record does not necessarily mean that you will not be employed or offered work as a volunteer or student on placement. Neither does it imply that a staff member will be hindered in their professional advancement within Wungening Aboriginal Corporation. Do you have any current conviction/s from any Court or any charge pending charges before any Court? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details. <hr/> <hr/>	
	*You do not need to give details of any conviction which you have had declared spent (Western Australian Spent Convictions Act 1988).	
DECLARATION	I declare that all the above statements and attached supporting information is true and I acknowledge that any statement which is found to be false or deliberately misleading will make me, if employed, liable for dismissal. Signature: _____ Date: _____	