

POSITION VACANT

Pathways to Preschool Co-ordinator

0.8-1FTE negotiable

***Permanent *subject to ongoing funding**

Grade: Administrative Grade 6

\$67,080.00 per annum (Full Time Equivalent)

Nunyarra employees are also able to access attractive Salary Sacrifice options

The Nunyarra Aboriginal Health Service is an RACGP clinically accredited service that provides culturally appropriate comprehensive primary health care, health promotion and education programs for the Aboriginal Community in Whyalla. Nunyarra is looking to employ an energetic and motivated person to the position of Pathways to Preschool (P2P) Co-ordinator. This position is responsible for the co-ordination of the P2P Program, predominantly providing services to ante and post natal Aboriginal women and families. Co-ordination of the program will be conducted collaboratively with the Nunyarra team and management. You will contribute to the delivery of appropriate and culturally relevant services to Aboriginal clients in Whyalla under general direction and are responsible to:

- Provide direction and leadership to manage administrative, clinical and operational staff working in the P2P program
- Work with expectant mothers and families to endure seamless care and social support
- Undertake planning, monitoring and reporting, including budgeting and data analysis to continually improve the services provided

The Co-ordinator will work with a team of GP's, Aboriginal Health Workers and other professional staff located at Nunyarra Aboriginal Health Service Inc. Applications are invited from highly motivated people who can demonstrate their ability to work within a broad team environment and connect with Community. You will also have high level administration and organisational skills, have a good understanding of the role of Aboriginal Community Controlled Health Services.

To apply, please supply via post, fax or email:

- **A covering letter outlining:**
 - ❖ the reasons for your interest in the position;
 - ❖ disclosure of any disability or injury previous or current;
 - ❖ your understanding of Cultural safety and Respect
- **Demonstrate, by responding** to the **selection criteria** in the Job and Person Specification (available on www.nunyarra.org.au/careers) that you have the skills and abilities to meet the demands of the position
- **A resume** that outlines your past work experience and includes **3 referees** who are contactable by telephone
- **Evidence of (if available) or willingness to obtain:**
 - ❖ A current and full Class C Drivers Licence
 - ❖ A current valid National Police Check and DCSI Check
 - ❖ A current first aid certificate



Further information can be obtained by contacting Nunyarra on 8649 9900. A Job Description can be found at www.nunyarra.org.au/careers

Applications can be mailed to:

ATTENTION: C Zbierski

PO Box 2253, WHYALLA Norrie, SA 5608

Or faxed: (08) 8649 9998

Or emailed: Reception@nunyarra.org.au

Closing Date:

5.00pm Friday 3rd May 2019

**Applications will not be accepted after
5.00pm on the closing date**

