



Winnunga Nimmitjyah Aboriginal Health & Community Services.

Winnunga Nimmitjyah 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 various programs and employs more than 90 staff. Employees enjoy attractive remuneration, salary sacrificing, support of continuing professional education, and satisfying work in a proven multidisciplinary team environment.

Administration Officer

We are seeking a reliable, full-time, experienced and efficient Administration Officer to work in our busy medical service located at Narrabundah. The successful applicant will have the following skills and experience:

- Excellent customer service skills
- High level of organisational and administration skills
- Excellent written and verbal communication skills
- High level of attention to detail
- Previous experience in customer service, including managing appointments and answering incoming calls
- Background in the medical industry is desirable

A copy of the position description and selection criteria may be obtained by calling **Apurba Sharma** on **02 6284 6222 Extn: 193** or email to hr@winnunga.org.au. Applications should be addressed and mailed to **Julie Tongs**, CEO, Winnunga Nimmitjyah Aboriginal Health Service, 63 Boolimba Cres Narrabundah ACT 2604 or by email to hr@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)*.

Winnunga is committed to providing a safe environment to all staff, clients and visitors. As a result Winnunga has a mandatory COVID-19 vaccination policy for all staff. Evidence of vaccination will be required to be provided during the recruitment process and applicants are to be fully vaccinated prior to the start of their employment.