

# POSITIONS VACANT

*Nhulundu Wooribah Indigenous Health Organisation (NWIHOI) is a community controlled not for profit organisation responsible for delivering aged care services, community support and comprehensive primary health care to Aboriginal and Torres Strait Islander People in the Gladstone Region and the community as a whole. Currently Nhulundu Health Service has a number of vacancies throughout the service as follows:*

## Medical Receptionist

NWIHOI requires the services of an experienced Medical Receptionist to work within the Primary Health Care Team to deliver high quality administration functions and great customer service to our clients. The suitable applicant should possess previous medical reception experience, excellent administration and computer skills as well as a manual open "C" Class driver's license in Queensland, be able to obtain a blue card for working with children and a Federal Police Check as well as hold a current Senior First Aid Certificate or be willing to undertake training for same.

## Aboriginal Health Worker – Tobacco Action Worker

**(Identified Position – It is a direct requirement of the position that the incumbent be an Aboriginal and/or Torres Strait Islander, as is permissible under s25, 104 and 105 of the Queensland Anti-Discrimination Act (1991).)**

NWIHOI requires the services of an Aboriginal Health Worker to work within the Regional Tobacco Cessation & Healthy Lifestyle Team. The successful incumbent should be a non-smoker in line with the role requirements and be pivotal in promoting programs focused around the tobacco cessation program. The suitable applicant should possess a manual open "C" Class driver's license in Queensland, be able to obtain a blue card for working with children and a Federal Police Check as well as hold a current Senior First Aid Certificate or be willing to undertake training for same. It is envisaged that the suitable applicant would possess a Cert III or IV in Aboriginal and Torres Strait Islander Primary Health Care or similar however someone wanting to undertake a traineeship in the field would be highly regarded.

## Clinic Coordinator

NWIHOI requires the services of a Registered Nurse to work as the Clinic Coordinator within our Primary Health Care Team. The Clinic Coordinator is responsible for supervising the clinic staff and in delivering high quality clinical care to NWIHOI clients and clinical support and advice to NWIHOI staff. The suitable applicant should hold current registration with the APHRA, immunisation endorsement in immunisation practice and protocols would be beneficial, a manual open "C" Class driver's license in Queensland, be able to obtain a blue card for working with children and a Federal Police Check as well as hold a current Senior First Aid Certificate or be willing to undertake training for same.

All applicants for either of the positions must obtain an application package prior to submitting their application which can be obtained by calling Nhulundu Health Service Reception on 07 4979 0992 or Leisa Fraser on 0419 747 599. Applications must contain a Resume and an Expression of Interest Letter addressing the key selection criteria included in the application pack and be forwarded to:

Business Services Manager  
Nhulundu Health Service  
PO Box 5158 GLADSTONE QLD 4680  
Fax: 07 4979 0967  
Email: [jobs@nhulundu.com.au](mailto:jobs@nhulundu.com.au)

*Nhulundu Health Service is an Equal Opportunity Employer. Aboriginal and Torres Strait People are encouraged to apply. Applications Close: Monday 18th November 2013.*



An Australian Government Initiative



**NHULUNDU**  
HEALTH SERVICE

Cnr Manning & Hixon St, Gladstone **Ph: 4979 0992**  
[www.nhulundu.com.au](http://www.nhulundu.com.au)