



TASMANIAN ABORIGINAL CENTRE

ABN 48 212 321 102

ICN 8554

HEAD OFFICE:

198 ELIZABETH STREET,
G.P.O. BOX 569,
HOBART TAS. 7001
Phone: (03) 6234 0700
Fax: (03) 6234 0799
Email: hobart@tacinc.com.au

182 CHARLES STREET,
P.O. BOX 531,
LAUNCESTON TAS. 7250
Phone: (03) 6332 3800
Fax: (03) 6332 3899
Email: launceston@tacinc.com.au

53 ALEXANDER STREET,
PO. BOX 536,
BURNIE TAS. 7320
Phone (03) 6431 3289
Fax: (03) 6431 8363
Email: burnie@tacinc.com.au

TAC Job Vacancies

We are asking for expressions of interest for the following full time, part time, and casual positions in various Tasmanian locations. Here's an outline of what we have on offer. TAC full time work is 72.5 hours per fortnight. TAC is a tobacco and other drugs free environment.

To show your interest here's what you should do:

- Write the job or jobs you're interested in;
- Give us your name, address, and best contact details;
- State whether or not you are Aboriginal, and if you are Aboriginal, give us your family name if you think we won't know who you are;
- Write why you believe you would be right for the job and what experience and education you've had that you consider relevant (if any);
- If you need more detail at this stage, contact Loretta on 62340700 or leave a message at your local TAC office;
- Email your expression of interest to loretta.e@tacinc.com.au or to reception at your local TAC office who will pass it on;
- Make sure we get your expression of interest by Monday 29 October 2018.

Then we will short list applicants for each position. If we need more information from the short listed applicants we will contact you directly, with further details about the job you're interested in.

Following these directions may be part of the selection process for some positions.

Thank you for your interest and good luck with your job search!

Jobs Available

Receptionist/Admin Support – Hobart

Aboriginal position. Full time. To assist Aboriginal Health Service reception and general admin duties. Salary around \$45,000 p.a.

Programs Co-ordinator – Burnie

Aboriginal position. Full time. Management experience and tertiary qualifications in a health or social services area preferred. Reports to Northern Regional Manager. Salary around \$75,000 to \$85,000 negotiable.

Emotional & Social Well-being Projects Co-ordinator

Part time. To co-ordinate a range of well-being projects throughout the State. Salary around \$70,000 to \$80,000 p.a. depending on experience.

Aged care workers – casual.

Aboriginal preferred. Various locations throughout the State. Around \$28 to \$31 per hour casual rate. Driver's licence and own vehicle essential.

Families Worker – North

Aboriginal preferred. Full or part time. To help families do the best by their children and keep them connected wherever possible by working intensively on current barriers. Tertiary qualifications and experience working with the Aboriginal community preferred but not essential. Salary from around \$53,000 to \$63,000 p.a. depending on experience, skill and qualifications.

Health Policy Worker or Trainee

Aboriginal position. 12 months position or by contract initially. Based in Hobart, Launceston or Burnie. To work with an experienced Policy Officer to fine tune skills for ongoing work. Tertiary qualifications desired. Salary around \$53,000 to \$63,000 negotiable depending on experience and qualifications.

Land Management Trainee – Islands

Aboriginal position. Young person preferably living in Furneaux Islands to learn the trade working with experienced land managers. Training provided. Full time position. Around \$43,000 p.a.

Cultural Awareness Training Co-ordinator.

Part time position with State-wide responsibilities working as part of our Registered Training Organisation. Highly organised person preferably with marketing skills. Salary from around \$65,000 p.a. pro rata.

Cultural Awareness Trainers North and South

Aboriginal position. Part time or casual initially; or could be combined with the above for a full time position. Experience required. Salary from around \$60,000 p.a. pro rata negotiable.

Cultural Awareness Training Assistants North and South

Aboriginal position. Suitable for a school leaver eager to learn. Casual wage around \$29 to \$31 per hour.

TAC Board Secretariat

Contract position payable by invoice. Aboriginal preferred. Skilled scribe preferred. Take minutes of TAC Board meetings; distribute papers; liaise with Board members. Launceston based.

Employment Consultants.

2 positions, south and north/north west. Full or part time. Aboriginal preferred. Excellent people skills and wide networks essential. Previous work with the Aboriginal community and knowledge of job seeker services highly desirable. Salary from around \$60,000 to around \$75,000 p.a. pro rata depending on experience and qualifications.