



NSW Service for the Treatment
and Rehabilitation of Torture
and Trauma Survivors

STARTTS VACANCY

Families in Cultural Transition (FICT) Administrative Officer #1157

Do you want to work in one of Australia's leading organisations providing treatment and rehabilitation to torture and trauma survivors; that's quality focused, diverse & committed to making a difference in the lives of vulnerable people in communities?

Come & join us!

THE ORGANISATION

"STARTTS is a not-for-profit Affiliated Health Organisation focused on providing a broad range of services to refugees in NSW. The focus of STARTTS approach is on building capacity and empowering people and communities to take control over their own lives, using a strengths-based approach and building on individual, family, community and cultural strengths."

THE ROLE

This position is responsible for providing high-level, administrative support to the FICT team including carrying out key administrative duties such as word processing, filing, minute taking, management of correspondence and data entry to fulfil STARTTS and external funding body requirements. Accurate and efficient data entry is a key element of the role, particularly the timely entry of data from FICT (and other allied programs) into CAREHR and the Department of Social Services (DSS) DEX data base. The position is also responsible for maintenance of all FICT related materials, the production of group participation certificates and other materials required for Facilitator/Project Officer training and general group functioning.

PERKS & BENEFITS

- Employment with attractive leave entitlements including 14 weeks paid parental leave, 4 weeks annual leave and paid Accrued Day Off (ADO) (full-time employees only) and other entitlements.
- Salary packaging options that reduce your taxable income and increase your take-home pay.
- Great education opportunities through our Training department.
- Access to our Employee Assistance Program (EAP) for staff and family members.
- Discounted gym memberships with a Fitness Passport.
- Flexible hybrid work

Position No: 1157

Closing date: Friday 6 December 2024

Enquiries: Jasmina Bajraktarevic-Hayward on (02) 9646 6700

Work Type: Full Time; 38 hours per week. Contract up to 30 June 2025 (Continuation subject to ongoing funding)

Location: Fairfield

Vaccination Requirement: Category B.



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Salary: Administrative Officer Level 3. A generous salary packaging scheme is also offered.

ESSENTIAL REQUIREMENTS

1. Effective oral, written and interpersonal communication skills and proficiency in the use of Microsoft Office.
2. Demonstrated initiative and the ability to liaise with individuals in a variety of situations professionally.
3. Proven organisational skills and the ability to meet deadlines with limited supervision.
4. Experience in general administration tasks and ability to train new staff in all administrative procedures and practices.
5. Well-developed and demonstrated skills in quality data entry.
6. Ability to work independently and as part of a multidisciplinary team within a multicultural environment.
7. Demonstrated experience in event coordination and administrative support for group activities or training programs.
8. Current NSW Driver's Licence.

*This position is not considered child-related employment and will require a National Police Check.

VACCINATION REQUIREMENTS

****This role is a Category B role.** While it is strongly recommended that **Category B** workers be vaccinated for COVID-19, influenza, and other transmissible diseases, it is not mandatory to have these vaccinations.

Should you be unable to comply with the vaccination recommendations before your commencement date, it will not affect your offer of employment.

HOW TO APPLY

To be considered for this position, please ensure you address the selection criteria as thoroughly as possible.

1. Complete a <https://www.startts.org.au/jobs/employment-application-form/>
2. Write a **Statement Against the Selection Criteria** outlining how you meet the selection criteria (see the guide "[How to apply for a job at STARTTS](#)")
3. Submit an up-to-date **Curriculum Vitae (CV)**
4. Provide copies of relevant Qualifications if applicable (overseas qualification must be assessed by an appropriate Australian body to be considered)
5. Statements of Service from previous relevant roles (if applicable, please ask us for a sample)
6. A cover letter is optional.
7. Email your application and supporting documents to: STTS-Jobs@health.nsw.gov.au