



## Traineeship - Barranggirra program

We have an exciting opportunity for a **Trainee** to join our Barranggirra team in an administration role to support their day-to-day administration processes.

You will also complete a nationally recognised **Certificate IV in Community Services** while gaining on-the-job training and mentoring support through the Barranggirra Program to help you build your career.

**This is an Aboriginal Identified position in accordance with section 14(d) of the Anti-Discrimination Act 1977.**

### About you

We're looking for someone who:

- Is friendly, values honesty and is reliable.
- Enjoys working cooperatively and effectively in a team environment.
- Is punctual with attendance.
- Has a passion for computers and analysing data.
- Maintains confidentiality and privacy of all records, documentation and observations.
- Possesses sound computer skills, with an interest in understanding specific programs.
- Uses their initiative & likes to see tasks through to completion.
- Possesses sound literacy and numeracy skills and is confident in asking for support when required.
- Is passionate about working within an Indigenous organisation.
- A current Drivers Licence (highly desirable).
- Willing to obtain a Working With Children Check (WWCC) and Police Check.

### Why work with Ungooroo

- Salary Packaging available
- 5 weeks Annual Leave
- Work with a supportive and welcoming team
- Ongoing professional development
- 100% Aboriginal owned not-for-profit organisation

### About the traineeship

The successful trainee must be able to:

- attend all training sessions for the course
- meet workplace training and assessment task requirements
- notify Ungooroo immediately if they need additional assistance with the activity requirement of the Traineeship.

This role will work with the Barranggirra team in an administration support capacity.

This will include producing work documents, spreadsheets, administration support / data entry and assisting with bookings and set ups at events.

### How to apply

- Identify as Aboriginal or Torres Strait Islander - please outline your eligibility on your cover letter
- Must be an Australian Resident to be eligible to enrol in a certificate
- Submit your resume, with a letter or video application telling us your story & why you would like a Traineeship with the Ungooroo team!

If you would like to know more,  
please email [hr@ungooroo.com.au](mailto:hr@ungooroo.com.au)

