



Woorabinda Aboriginal Shire Council Job Vacancy

Position	Centrelink Officer x 2
Position Particulars	Queensland Local Government Industry Award – Stream A Administrative, Technical and Community Services
Salary	From \$27.64 per hour + Super Increased salary for additional qualifications Train while you work
Hours	Monday to Friday – During opening hours (Varied)

Requirements

- Have the ability to pass a National Police Clearance
- Have a current Blue Card (Working with Children Check) or eligibility
- All duties are to be conducted in an efficient, timely, professional, and safe manner.
- Act as first point of contact for the telephone and front counter functions, including screening,
- Responding to and redirecting enquiries or complaints.
- Provide clerical support and reception services including assessing customer and stakeholder
- Needs, entitlements and obligations – encourage the use of self-managed services – support
- Proficiently complete functions associated with the Centrelink day-to-day operations, tasks.
- Assisting community members and other parties (if appropriate).
- Assist the Centrelink team with Community-based events and other ad-hoc duties as required.
- Work autonomously or with limited supervision, utilising discretion in the absence of decision makers

Woorabinda Aboriginal Shire Council
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WOORABINDA QLD 4711
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