



APPLY NOW! Exciting Hostel Worker position in Sydney, NSW!

Tony Mundine Hostel, Leichhardt NSW

Aboriginal Hostels Limited's (AHL) purpose is to provide safe, comfortable, culturally appropriate and affordable short-term accommodation for Indigenous Australians who need to be away from home to access medical services, education and economic opportunities.

A career with AHL will provide you with a chance to contribute to improving the quality of life and economic opportunity for Aboriginal and Torres Strait Islander people. We offer rewarding experiences and generous employment conditions.

AHL is looking for experienced hostel workers who are highly motivated, energetic, enthusiastic and passionate about delivering quality services.

Position Title	Hostel Worker – Night Attendant
Opportunity	<p>APS Level 2 - Ongoing/Non-ongoing/Casual Non-ongoing engagement for up to 18 months initially with the possibility of extension up to three years in total. We are seeking to fill the immediate vacancy, create a merit list for filling future vacancies and to establish a pool of on-call casual employees who are available to work at short notice</p>
Remuneration	<p>Annual Salary - \$50,975 - \$53,097 pa; PLUS</p> <ul style="list-style-type: none"> • Superannuation – 15.4% (option to join Australian Government Super Scheme); PLUS • 30% shift penalties for hours worked between 7:00PM to 7:00AM on weekdays and 50% shift penalties apply to any hours worked on weekends; PLUS • Salary packaging - up to \$15,900 per FBT year for rent, mortgage or general living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay.
Hours	Part-time, 50 hrs/fortnight (work pattern attached) and casual opportunities are available.



P.R.O.U.D.

WE ARE... PROFESSIONAL RESPECTFUL OPEN UNDERSTANDING DEDICATED

Duties and Responsibilities

1. Customer Service	Ensure a high level of customer service is provided to AHL residents at all times, including attending to resident requests in a professional and courteous manner.
2. Workplace Safety	All workplace tasks will be performed in a manner which upholds AHL's commitment to safety of its staff and residents by adhering to relevant Work Health and Safety (WHS) practices at all times. This includes the requirement for an employee to: <ul style="list-style-type: none">• Promptly report workplace hazards, WHS issues including injury or illness to their manager or Health and Safety Representative (HSR) as soon as practicable• Report an unsafe, hazardous or emergency situation using AHL's critical incident management framework and procedures• Appropriately use equipment or substances provided by AHL and report all asset and property maintenance related matters.
3. General	Hostel Workers are required to work as part of a team. Whilst your regular duties will be in either Cooking, Housekeeping, or Night Attendant, you may be required from time to time perform other duties as directed by Hostel Manager or Assistant Hostel Manager to ensure a high level of service is maintained.
4. Night Attendant	Manage the hostel security at night, including: <ul style="list-style-type: none">• Watch premises to protect property and residents• Check entrance and departure of residents, staff and visitors• Respond to emergencies• Write reports on any incidents which occur during your shift• General cleaning duties to keep the hostel clean and tidy for residents.• Make rooms ready for cleaning by domestic staff the following day• Clean kitchen areas.

Whilst this duty statement summarises the purpose of the job and lists its key tasks, it is not a definitive list of all the tasks to be undertaken. Tasks can vary at the discretion of the Chief Executive Officer, in consultation with the employee. To deliver services effectively, a degree of flexibility is needed and the employee may be required to perform work not specifically referred to above.

Skills and Experience Required

Successful candidates will demonstrate:

1	<p>Commitment to working with Aboriginal and Torres Strait Islander peoples and ability to communicate with Aboriginal and Torres Strait Islander peoples. This will be shown by your ability to:</p> <ul style="list-style-type: none"> • Understand Aboriginal and Torres Strait Islander peoples and cultures; • Identify issues affecting Aboriginal and Torres Strait Islander peoples today; and, • Communicate respectfully.
2	<ul style="list-style-type: none"> • Strong customer service, with the ability to communicate well and work in a team environment.
3	<ul style="list-style-type: none"> • Knowledge and/or the ability to learn Work Health and Safety (WHS) processes
4. Physical Requirements	<ul style="list-style-type: none"> • Hostel Workers need to be in good health, and will need to walk, lift and carry. Hostel Workers work a flexible schedule, and must be able to move continuously. Shift work may apply.
5. Night Attendant	<ul style="list-style-type: none"> • Experience working in security • Ability to make decisions about threats to hostel security and resident safety, and manage emergency situations • Good communication skills, including report writing • Time management skills and the ability to prioritise and complete a variety of tasks • Experience working independently and following policies and procedures • Ability to work at night.
6. Mandatory Qualifications	<ul style="list-style-type: none"> • First Aid Certificate; and • Emergency Warden Training or ability to obtain these qualifications in the first six months of employment with AHL.
Desirable Qualifications/ Experience	<p>The following qualifications will be highly regarded:</p> <ul style="list-style-type: none"> • Experience in the Security Services industry • Other relevant qualifications or work experience in a similar role

Our values:

In AHL we demonstrate P.R.O.U.D values and recruit candidates with these qualities.



To be eligible for employment, you will need to:

- Be an Australian citizen;
- Undergo a Satisfactory National Criminal History Check;
- Hold (and maintain) NSW Working with Children Check;
- Meet Fitness for Duty requirements; and
- Hold or obtain the relevant mandatory qualification/s.

How to apply:

1. Complete the **Application Form** available from our website www.ahl.gov.au/employment;
2. Email your resume and completed Application Form to applications@ahl.gov.au by 11:59PM AEST on the closing date, **3 October 2021**; and
3. Please include your name and the position title in the subject of your email.

Aboriginal Hostels Limited | Work Pattern

Position	Night Attendant						Position Number	5025			Work Pattern	5025	
Location	Tony Mundine Hostel												
DAY	Working Hours									Shift Penalties			
	On	Off	On	Off	On	Off	On	Off		Total	30%	50%	
Thursday	0:00	1:00	3:00	5:00			22:00	24:00	1	5.0000	5.00		
Friday	0:00	1:00	3:00	5:00			22:00	24:00	2	5.0000	5.00		
Saturday	0:00	1:00	3:00	5:00			22:00	24:00	3	5.0000		5.00	
Sunday	0:00	1:00	3:00	5:00			22:00	24:00	4	5.0000		5.00	
Monday	0:00	1:00	3:00	5:00					5	3.0000	3.00		
Tuesday									6	0.0000			
Wednesday							22:00	24:00	7	2.0000	2.00		
Thursday	0:00	1:00	3:00	5:00			22:00	24:00	8	5.0000	5.00		
Friday	0:00	1:00	3:00	5:00			22:00	24:00	9	5.0000	5.00		
Saturday	0:00	1:00	3:00	5:00			22:00	24:00	10	5.0000		5.00	
Sunday	0:00	1:00	3:00	5:00			22:00	24:00	11	5.0000		5.00	
Monday	0:00	1:00	3:00	5:00					12	3.0000	3.00		
Tuesday									13	0.0000			
Wednesday							22:00	24:00	14	2.0000	2.00		
										50.0000	30.0000	20.0000	
Date of Effect	19-Mar-20		Hostel Manager Allowance										
Basic Hours	50.00		Annual Leave										
Shift Penalties 30%	30.00												
Shift Penalties 50%	20.00												