APPLICATION KIT

Guidelines for Candidates in applying for the position of **Weekend Coordinator** Gindaja Treatment and Healing Indigenous Corporation

Gindaja Treatment and Healing Indigenous Corporation
Back Beach Road YARRABAH QLD 4871
Ph: 07 40560 800 Fax: 07 40569274

Gindaja Treatment and Healing Indigenous Corporation

Gindaja Treatment and Healing Indigenous Corporation ('Gindaja') offers a holistic approach to alcohol and substance misuse treatment and recovery. Gindaja aims to provide the highest quality of treatment and individual care by positively influencing the attitude and behaviour of individuals through a range of culturally appropriate treatment programs.

MISSION

Gindaja provides culturally appropriate specialised care and support services in the areas of:

- Education
- Treatment
- Recovery and
- Healing

to people with alcohol and substance dependencies in Yarrabah and beyond.

VISION STATEMENT

Provide leading Alcohol and Other Drug services to support our people with their healing journey.

VALUES

# Commitment	# Transparency	# Respect
# Person Centred	# Accountability	# Strong Work Ethics

Position Title – Remuneration Package Details

The remuneration for this position is aligned to the relevant award, the Position Description, and as per your qualification. This position includes paid Christmas break; salary sacrifice plus other incentives if eligible.

Award: ACCHSA
Base Rate: $ 41.90
Saturday Rate: $ 62.85
Sunday Rate: $ 81.82

Work Hours: 63 hours per fortnight (Friday 2-10pm; Saturday & Sunday 8am-8pm)

Your Application

1. Covering Letter

- Provide a covering letter to briefly introduce yourself.
- Ensure that your details including your full name, address and telephone contact numbers are clearly displayed on the front page.
- Quote the position name that you are applying for in the subject line of the letter.

2. Selection Criteria Statement

- You must refer to the POSITION DESCRIPTION for the list of key selection criteria for the position. Short listing for interview is based on how well your knowledge, skills and abilities meet the selection criteria.
- You must address each selection criteria in the position description **(applicants that do not respond to the selection criteria will automatically be ineligible for interview).** The most effective way to set out your statement is to list each selection criteria and explain clearly under each one how you meet it. Responses should be no more than 300 words per selection criteria.
- Please provide specific details when addressing each criterion, including your abilities, qualifications, experience and previous performance and standard of work you achieved – include examples, dates and other helpful details.

3. Resume/Curriculum Vitae

- Your resume should be clear and brief containing your contact details (full name, address and contact telephone numbers) and a summary of your work history – including where you have worked, positions held, period of employment and brief outline of duties performed.
- Include copies of major relevant qualifications, including academic transcripts.
- Your resume should also contain details of your Drivers' License, Blue Cards and First Aid Certificate as they will be a requirement of Gindaja positions.

4. Provide Two Work Related Referees

- Include contact details for two work-related referees to provide comments on your suitability for the position. At least one of your referees must be an Aboriginal / Torres Strait Islander person that you have previously worked with.
- Please ensure that your referees know you are applying for the position.

Please do not send original documents with your application (eg. certificates or references) and do not use folders or bind your application.

Application Process

Gindaja is an equal employment opportunity employer and applies merit-based selection techniques to ensure that the best person for the position is selected.
Aboriginal and Torres Strait Islander people are strongly encouraged to apply for vacant positions.

This information is to assist intending applicants in preparing an application for a position.

Your application (and any other information which may be acquired during the selection process) may be retained so that you may be considered for other suitable vacancies within Gindaja. Please note on your application if you do not give permission for this to occur.

CLOSING DATE AND SUBMISSION DETAILS

The closing date for applications is **13/11/2026**

Applications should be addressed to: Yarum Underwood, Human Resources Officer

Applications may be sent electronically (with the position title only in the subject line of the email) to humanresources@gindaja.org

Or via post to:

CONFIDENTIAL
CEO Vacancy
Gindaja Treatment and Healing Indigenous Corporation
Back Beach Road
YARRABAH QLD 4871

RECRUITMENT & SELECTION PROCESS

- Applications will be acknowledged by letter or email. Please allow a few days from the position closing date for your acknowledgement letter or email to be issued.
- The organisation may conduct recruitment on a rolling basis when required. Applications will be assessed progressively, and interviews may be undertaken before the closing date. Where a suitable candidate is identified, the organisation may proceed with an appointment prior to the advertised closing date.
- Applicants selected for interview will be contacted usually by telephone. If you do not wish to be contacted at work please note this on your application. Please allow up to 3 weeks from the position closing date to receive notification of your short-listing status.
- Reference checking will be undertaken following interviews for those applicant/s being seriously considered for the position.
- All unsuccessful applicants will be notified of the outcome of the process in writing.