



Australian Government



ABORIGINAL  
HOSTELS LIMITED

## Vacancy Information

**Our purpose** is to provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access medical services, education and economic opportunities.

**Across its network of hostels**, dedicated Aboriginal Hostels Limited (AHL) staff provide accommodation and meals for residents in a supportive environment, assisted by local First Nations service providers and referral agencies.

**AHL also supports** the Australian Government's efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up approximately 50% of our workforce.

**Our Secondary Education Hostels** are dedicated to providing a Home Away from Home for Indigenous Australians (aged 12-18 years) attending partner schools (grades 7 - 12). Our commitment in our student hostels is to ensure that we provide a fair, honest and culturally respectful environment that values each student and their connection to country.

**Residential Youth Workers** are key in creating a home away from home environment for students in Canon Boggo Pilot Hostel, Thursday Island, QLD. You will support the students during out of school hours, arrange and engage in creative, culturally rich programs and guide the students to build life-long skills and achieve their personal goals.



## Vacancy Details

Job Reference	VN4825
Classification	APS Level 4
Job Title	Residential Youth Worker
Employment Type	Ongoing - Full-time (75 hours per fortnight)  We are also looking to establish a Merit Pool to fill any similar future vacancies that may arise.
Salary	\$75,022 - \$81,775 pa plus 15.4% superannuation
Benefits	<ul style="list-style-type: none"> <li>• Regular salary packaging options for vehicles, superannuation and laptops etc PLUS, ability to salary sacrifice \$15,900 per Fringe Benefit Tax year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay.</li> <li>• Generous shift penalties apply for weekends and public holidays.</li> <li>• Induction training, Corporate Induction; Job Specific Orientation, AHL Child Protection Framework Training, AHL Toolbox Talk Training.</li> <li>• Meals while on duty.</li> <li>• Paid Leave during School Holidays - 4 weeks Annual Leave plus 6-8 weeks paid Close Down leave during school holiday periods.</li> </ul> <p>Note: staff may be asked to work up to 2 weeks in total during the school holidays to undertake training, relief work, and hostel preparation for new term or hostel closedown.</p>
Location	Canon Boggo Pilot Hostel, Thursday Island, QLD  <a href="http://ahl.gov.au">Conon Boggo Pilot Hostel   Aboriginal Hostels Limited (ahl.gov.au)</a>
Position Contact	Jackson Beckley – 0731 518 730
Closing Date:	11:59PM AEST, Sunday 27 April 2025

## Position Description

Under the general direction of the Head of Boarding and/or Deputy Head of Boarding, provide high quality care and support within a residential setting to First Nations students.	
Student Services	<ul style="list-style-type: none"> <li>• Support students with routine school activities, including class preparation, provide transport to school/sport/medical appointments, homework and studies;</li> <li>• Engage with students through group work and culturally appropriate recreational activities;</li> <li>• Build a rapport with students and focus on positive behaviors and achievements;</li> <li>• Assist to develop educational and cultural support initiatives, including mentoring and leisure activities that foster well-being and independence for students;</li> <li>• Work collaboratively to provide one-on-one support to students, ensuring their personal and educational development;</li> <li>• Monitor student's supply of clothing, footwear, school material and other belonging;</li> <li>• Contribute to student's individual care plans, and identify opportunities for development;</li> <li>• Have oversight of administrative tasks including student applications, student enrolments, ABSTUDY support and student appointments; and</li> <li>• Promote and safeguard the safety and welfare of students, adhering to AHL's child protection policy.</li> </ul>
Community Engagement	<ul style="list-style-type: none"> <li>• Develop cooperative relationships with school teachers, parents and community members;</li> <li>• Facilitate productive working relationships with colleagues, local providers and suppliers/contractors; and</li> <li>• Resolve complex issues to ensure a positive, culturally appropriate experience and quality stay.</li> </ul>
Customer Service	<ul style="list-style-type: none"> <li>• Ensure that a clean, neat and welcoming environment is provided to all students;</li> <li>• Work closely with hostel staff to accommodate student needs;</li> <li>• Liaise with internal and external stakeholders to ensure student needs are attended; and</li> <li>• Attends work on time and in accordance with approved roster (Work Pattern).</li> </ul>
Hostel Operations	<ul style="list-style-type: none"> <li>• Assist with all aspects of hostel operations;</li> <li>• Participate in longer-term strategic planning to ensure constant development in hostel facilities and business improvement; and</li> <li>• Where required, assist with general housekeeping and food preparation duties. Ensure meal routines is met.</li> </ul>
Work, Health & Safety (WHS)	<ul style="list-style-type: none"> <li>• Perform all tasks in a manner which upholds AHL's commitment to safety of its staff and residents by adhering to relevant WHS practices;</li> <li>• Promptly report workplace hazards and WHS issues, including injury or illness, to their manager or Health and Safety Representative (HSR);</li> <li>• Report unsafe, hazardous or emergency situations using AHL's Hazard &amp; Incident Reporting;</li> <li>• Appropriately use equipment or substances and report all property maintenance; and</li> <li>• Perform the duties of the First Aid Officer and Emergency Warden when on duty.</li> </ul>
<p><i>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.</i></p>	

## Skills and Experience required

The successful applicant will demonstrate:	
1	In-depth understanding of Aboriginal and Torres Strait Islander cultures and issues affecting First Nations peoples.
2	Demonstrated ability to support outcomes for First Nations peoples and the demonstrated ability to communicate sensitively and effectively with First Nations peoples.
3	<ul style="list-style-type: none"> <li>• Ability to uphold ethical youth worker practices and principles including:</li> <li>• Young people as the primary consideration and the duty of care of young people;</li> <li>• Privacy, confidentiality and appropriate boundaries;</li> <li>• Transparency, honesty and integrity;</li> <li>• Awareness of social and cultural contexts;</li> <li>• Cooperation and collaboration; and</li> <li>• Managing self-care needs.</li> </ul>
4	Ability to develop and maintain productive and positive relationships.
5	<ul style="list-style-type: none"> <li>• You must also demonstrate a detailed understanding of Work Health and Safety (WHS) practices, and be committed to operational needs, performing additional duties as requested; and</li> <li>• Commitment to promote and uphold the safety and welfare of students by adhering to AHL's child protection policy at all times.</li> </ul>
6	<ul style="list-style-type: none"> <li>• Proven integrity, reliability and adaptability;</li> <li>• Proven ability to plan, organise and work effectively in a team; and</li> <li>• A positive, proactive and compassionate attitude.</li> </ul>
7	You will need to be in good physical health and will be required to walk, lift and carry, work a flexible schedule, participate in recreational activities and must be able to move continuously during working hours. The hostel operates 24hrs/day 7 days a week - so shift work applies. For further information about the work rosters please speak with the contact officer prior to making an application.
Essential Qualifications and Training	<ul style="list-style-type: none"> <li>• Certificate IV Certificate in Community Services – Student Residential Care provided through Boarding Training Australia, or an equivalent/higher qualification (or ability to obtain in the first 12 months of employment)</li> <li>• Current First Aid Certificate (or ability to obtain in the first six months of employment)</li> <li>• Current Driver's Licence/Bus Licence for light-rigid vehicles (up to 25 seats) or willingness to obtain one, if required.</li> </ul>
Desirable Qualifications/Experience	<ul style="list-style-type: none"> <li>• Mental Health First Aid Certificate</li> <li>• Bronze Medallion</li> </ul>

## Recruitment Initiatives

This is an **Identified Position** and Indigenous jobseekers are encouraged to apply, as well as non-Indigenous jobseekers with a demonstrated commitment to working with Aboriginal and Torres Strait Islander peoples. The successful applicant will need to demonstrate a knowledge and understanding of Aboriginal and Torres Strait Islander Peoples and display respect and dignity in all their dealings with staff and residents.

Further, the **RecruitAbility** scheme applies to this vacancy. Under the RecruitAbility you will be invited to participate in further assessment activity for the vacancy if you choose to apply under RecruitAbility; declare you have a disability; and meet the minimum requirements for the position. For more information on the RecruitAbility scheme please follow this link: [APSC Recruitability scheme guide applicants](#).

## Eligibility

- Be an Australian Citizen.
- Undergo a Satisfactory National Criminal History Check (prior to engagement).
- Meet Fitness for Duty requirements (prior to engagement).
- Hold and maintain a Working with Children Check in QLD (prior to engagement).
- Hold a valid Driver Licence.
- Hold or obtain relevant qualifications.

## How to apply

- Complete the **Application Form** available from our website [www.ahl.gov.au/work](http://www.ahl.gov.au/work)
- Email your current **Resume** and completed **Application Form** to [jobs@ahl.gov.au](mailto:jobs@ahl.gov.au) by 11:59pm AEST on **Sunday 27 April 2025**
- Please include your name and the job reference (VN4825) in the subject of your email.