



Position Description

Job Reference	VN-0773299
Job Title	Casual Assistant Hostel Managers
Classification	APS Level 4
Employment Type	Casual (on-call, intermittent) We are also looking to establish a Merit Pool to fill any future vacancies that may arise.
Salary	\$79,125 - \$86,246 + Casual hourly Loading of +25%
Location	Perth: Allawah Grove Hostel Aboriginal Hostel Limited Derbal Bidjar Hostel Aboriginal Hostel Limited Kalgoorlie: Trilby Cooper Hostel Aboriginal Hostels Limited Broome: Broome Hostel Aboriginal Hostels Limited
Contact Officer	Tiangela Cassady – 0455 910 177

About the Role

AHL is seeking an experienced administrator who is passionate about delivering excellent customer service and positive outcomes for First Nations Australians. Our Hostel Managers work closely with local stakeholders to support First Nations people into our hostels and ensure residents are connected with the services they require during their stay. Your role is to ensure hostel occupancy is high and service to residents is exceptional. You will be a hands-on manager, working closely with the small hostel team to provide three meals a day and ensuring the facility is clean, safe and welcoming. You will be a perfectionist, ensuring all hostel operations are meeting standards in line with guidelines and policies and continually developing your team to improve our service offering. You will be reporting to an Operations Management Team and will provide regular reports on hostel operations to the Operations Management Team and to AHL's National Office business areas as required.



About Aboriginal Hostels Limited (AHL)

AHL is a not-for-profit Commonwealth company dedicated to providing culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Since 1973, AHL has been committed to improving the quality of life and economic opportunities for First Nations people through a national network of over 40 hostels across Australia. Join us in making a meaningful impact and supporting our mission to enhance the lives of First Nations communities.

Why Join Us?

You will join a team that encourages collaboration to achieve outcomes, problem solving, continuous improvement and requires a high level of integrity. We promote a supportive working environment, with a strong commitment to professional growth, inclusion, and public service values.

Benefits include:

- Generous shift penalties apply for work after hours, weekend and public holidays.
- Remote locality allowance. (applicable to Kalgoorlie and Broome locations)
- Regular salary packaging options (applicable only for non-ongoing Positions) for vehicles, superannuation and laptops etc PLUS, ability to salary sacrifice \$15,900 per FBT year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay.
- 15.4% superannuation.

About You

We are looking for people who are committed to supporting First Nations peoples and contributing to a safe, respectful and culturally safe environment. passionate about supporting First Nations communities;

- value respect and cultural safety;
- team players and strong communicators;
- reliable and take pride in practical work;
- able to follow policies, procedures and instructions; and
- willing to contribute to a welcoming, clean and comfortable environment for residents.

If this sounds like you, we encourage you to apply by visiting the AHL website www.ahl.gov.au/work

RecruitAbility

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

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At AHL to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.

The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

How to Apply

Submit your application through to jobs@ahl.gov.au by **11:59pm AWST on 18 October 2026**.

As part of your application you will need to provide an application form and the following:

- Your resume (maximum three pages)
- A completed application for that will require a 'one page pitch' telling us how your skills, knowledge, experience and qualifications make you the best person for the job and to perform at the relevant classification level.
- Please include your name and the job reference (VN-0773299) in the subject of your email.

You may also refer to the APSC resource [Cracking the Code](#) for further guidance and assistance on applying for jobs in the Australian Public Service.

Attachment A - Key Responsibilities and Capabilities

Key Responsibilities

In line with APS 4 work level standards, this role will:

- supporting daily hostel operations and helping ensure services run smoothly
- providing guidance and support to hostel staff
- helping create a safe, welcoming and culturally appropriate environment for residents
- supporting residents to access services and resources that promote health, wellbeing and independence
- managing guest bookings, payments and related administrative tasks
- assisting with timesheets, facility checks, food service requirements and general hostel duties where required
- helping resolve resident or guest concerns in a professional and respectful way
- supporting cultural activities and events, including days of significance for First Nations peoples
- maintaining privacy and confidentiality of resident and staff information
- always promoting the safety and wellbeing of children and young people in line with AHL's child safeguarding requirements

Key Capabilities

- understanding of, or willingness to learn about, First Nations cultures and ability to communicate respectfully and sensitively with First Nations peoples;
- ability to manage competing priorities and show reliability, professionalism and good judgement;
- commitment to AHL's child safeguarding and work health and safety requirements;
- proficiency in the Microsoft Office suite;
- strong stakeholder engagement skills that will support services for First Nations people;
- provide leadership and guidance to staff and support team performance and development;
- contribute to continuous improvement in hostel operations; and
- confidently make decisions in line with policies and operational requirements.

Qualifications and Experience

- **Essential:**
 - o First Aid Certificate
 - o Emergency Warden Training; and
 - o Food Safety Supervisor Certificate