

# Chronicle Classifieds

## Wangaratta's market place

### EMPLOYMENT

#### Medical Secretary for busy general surgeon

Seeking a highly motivated person to join our busy Medical team. The position is on a full time basis for 12 months maternity leave and then job share- minimum 24 hours per week.

To be considered for this position successful applicant will need:

- Current experience of medical programs and software
- Exceptional medical typing skills
- High level of organisational and time management skills
- Preparation of end of month procedures and weekly banking
- Booking medical procedures
- Willing to attend out of town clinics.
- General running of day to day medical practice.

Remuneration is in accordance with the AMA industry award rate.

Please forward your application letter and resume to Medical Rooms PO Box 802 Wangaratta 3676.

**Applications close Friday, October 13, 2017.**

### EMPLOYMENT

#### Chronicle Circulation/Administration Officer (Part Time)

An opportunity has arisen for a circulation/administration officer to join one of Victoria's leading independent news and media groups, based at our Wangaratta office. The person we seek will have the ability to work in several key area of our business including circulation/distribution/marketing and general administration. The ideal candidate will be expected to possess strong written and verbal communications skills, a high level of attention to detail, exceptional organisation and time management skills and knowledge of Microsoft applications. We seek a self motivated person with creative flair who can manage the successful execution of

newspaper promotions across the business. This is a 5 days a week part time position and could suit a candidate managing work and home life balance. If you are looking for a rewarding and challenging career opportunity and have the skills and experience to suit then we would encourage you to apply.

**Karen Mayhew**  
Finance and Administration Manager  
North East Media  
kmayhew@nemedia.com.au



### EMPLOYMENT

#### Qualified Hairdresser/Stylist (Part Time)

**Kuzzahz For Hair** Wangaratta is looking for Part Time Qualified Hairdresser. Candidate must have 2+ Yr Experience in all facet of Hairdressing and can manage and supervise salon. Good leadership. Excellent Wages, Commission, Superannuation and Bonus will be provided to the right candidate. Please apply confidentially at [kuzzahzforhair@gmail.com](mailto:kuzzahzforhair@gmail.com) or drop your resume at **63 Ovens St Wangaratta Vic 3677**



#### RUTHERGLEN & WAHGUNYAH OUTSIDE SCHOOL HOURS CARE

CHILDREN'S SERVICES EMPLOYEES (CASUAL) - CHILDREN'S SERVICES AWARD 2010

#### AVAILABILITY TO COMMENCE IMMEDIATELY

Further details refer to website: [www.inh.org.au](http://www.inh.org.au)

Telephone: 0419 439 286  
Email: [s.harris@inh.org.au](mailto:s.harris@inh.org.au)

Applications close at 5pm Monday 23rd October, 2017

Appointment is subject to a satisfactory police check.

Indigo North Health Inc. is a non-smoking organisation.

### EMPLOYMENT



Gateway Health is a not-for-profit organisation that provides primary health care & support to all our community. Our vision is for people to live well.

We offer employees collaborative work practices, modern workplaces, flexible work arrangements and attractive salary packaging.

**Youth Access Worker - headspace**  
Full-time 1.0 EFT (38 hours/week)  
(Maternity Leave Backfill) up to 12 months  
Based in Wodonga

**Human Resource Advisor**  
Part-time/full-time 0.8 - 1.0 EFT  
(30.4 - 38 hours/week) Ongoing  
Based in Wangaratta with travel to Wodonga as required

**Human Resource Officer**  
Part-time 0.8 EFT (30.4 hours/week)  
Temp Backfill up to 12 months  
Based in Wodonga

**Participant Engagement Officer**  
2 x Full-time positions 1.0 EFT (38 hours/week)  
until 30th June 2018  
Based in Wodonga & Wangaratta

**Service Coordinator, Integrated Shared Assessment & Care Coordination (ISACC) Team**  
Full-time 1.0 EFT (38 hours/week) until 30th June 2018  
Based in Wodonga

**Closing for above applications is 9am Monday 16th October 2017**  
For further details and to apply visit [www.gatewayhealth.org.au](http://www.gatewayhealth.org.au)



#### Children's Specialist Worker Full Time

Junction Support Services is an independent, not-for-profit Community Services Organisation, providing high quality and innovative services to single adults, families, children and young people living in the Ovens and Murray area of Victoria. JSS is a registered charitable organisation.

The Children's Specialist Worker is responsible for providing assessment and case management support to children and young people who have experienced homelessness and/or family violence across the Ovens Murray Area. The program utilises a therapeutic framework and an early intervention approach to case management. The service model involves collaborative work with other agencies and referring workers. Co-case management and shared facilitation of group work are features of this service.

Responsibilities include:

- Ensure that the best interests of the child are being fully assessed and planned for through family orientated case management practices and appropriate use of the four support responses (streams) available.
- Provide an enhanced case management service directly to children, as well as co-facilitate group work programs aiming to reduce the need for long term therapeutic support by means of early intervention.
- To work collaboratively and utilise the resources and support from those within the Families and Children's Specialist Services team; ensuring the best outcomes for children through a strong focus on therapeutic support and child centred practices.

To be successful you will have a relevant tertiary qualification such as Social Work or Social Science. Junction Support Services offers a competitive remuneration package which includes salary sacrifice.

Additional information about this role is available on our website at [junction.org.au/work-with-us](http://junction.org.au/work-with-us)

Applications must include statements addressing the mandatory selection criteria and current resume to [ginny.krich@junction.org.au](mailto:ginny.krich@junction.org.au) by 5:00pm Tuesday 17th October 2017

#### Residential Care Workers Required Wangaratta & Wodonga

Do you have a genuine interest in working with children and young people? Do you treat people equally and respect their differences regardless of status, background, culture, gender or belief? Then we want to hear from you!

Residential Care Workers play an integral role within Junction Support Services, creating and maintaining a safe and caring environment for children and young people in residential care.

A unique and exciting opportunity exists for people interested in working in this diverse and rewarding environment. Applicants need to:

- Be resilient
- Be willing to work evening and night shifts
- Be able to assess situations and make decisions
- Be able to support the integrity of the services
- Be able to work in a team
- Be willing to work on a shift work basis; &
- Have a minimum Certificate IV relevant qualification.

For more information on how you can make a difference please contact us on 02) 6043 7400. You can also find additional information and position description is available from our website <http://www.junction.org.au> "Make a Difference", "Work with Us".

Applications that have not addressed the mandatory selection criteria will not be considered. People that hold a Disability Qualification are encouraged to apply. Please submit your application, along with a current Victorian Employee Working with Children's Card to [ginny.krich@junction.org.au](mailto:ginny.krich@junction.org.au) by 5:00pm, Monday 16th October 2017.

#### Galen Catholic College

Galen Catholic College Wangaratta is a co-educational College with an enrolment of 1100 students from Years 7 – 12 and 140 full and part time staff.

We are seeking suitably qualified persons for the following ongoing vacancies commencing in 2018:

#### Year 7 - 12 English

The ability to deliver VCE English curriculum will be highly regarded

#### Teacher Librarian

Galen are excited to move into our brand-new purpose-built College Resource Centre in 2018. We are currently seeking a qualified Teacher Librarian to lead the team in the setup of the new Library and Resource Centre.

**Both positions are re-advertised and previous applicants do not need to re-apply.**

These roles will commence Term 1 2018.

**Applications close Monday 16th October 2017.**

To apply, click on the Employment tab at [www.galen.vic.edu.au](http://www.galen.vic.edu.au), download the application for employment form and email the completed form along with your letter of application, current CV and names of three current referees to

[employment@galen.vic.edu.au](mailto:employment@galen.vic.edu.au)

*Galen Catholic College is a Child Safe School.*

*Successful applicants will demonstrate a commitment to the philosophy and ethos of Catholic education*

*Proud to be Galen*



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### EMPLOYMENT

Full time / Part time casual  
**Glazier or Fabricator**  
 Experience in manufacturing, fitting of shower screens, sec/doors, windows.  
 Must be able to work unsupervised.  
**Ph 0423 430 132**



### Wangaratta & District Cricket Association Cricket Umpires Wanted

Matches played at grounds throughout the North East Region

* Wangaratta	* Benalla
* Yarrowonga-Mulwala	* Mansfield
* Myrtleford	* Bright
* Rutherglen	* Beechworth
* Milawa	* Whorouly

Most games played Saturdays 1pm-5pm (approx.).  
 Any experience welcomed to have a go at umpiring – A grade to C grade matches scheduled.  
 Remuneration per day \$90 - \$120 + travel allowance.  
**Enquiries: Jim Davidson 5721 6018**

### EMPLOYMENT



### ASSOCIATE FINANCIAL PLANNER

An opportunity has opened for an Associate Financial Planner to join a growing and established Financial Planning practise in Wangaratta that has been providing client focused financial planning and advice for over 30 years.  
 For full job details please see **SEEK ID 34531272**

### O'Sullivan's Livestock Transport

An opportunity exists for a suitably experienced Livestock Transport Driver to join our company as a full time HC (semi) driver.  
 The successful applicant must have experience in the transportation of Livestock (primarily sheep) and the necessary experience, aptitude and driving record that a position with O'Sullivan's Transport demands.  
 An attractive salary and benefits such as starting and finishing from your home are offered. The successful applicant will be offered an immediate start.  
 Please address all enquiries to Gavin O'Sullivan on 0418 509 260.

### EMPLOYMENT

### Cabinet Making - CAD Detailers / Estimators

This award winning joinery, specialising in kitchens and commercial fit outs, is seeking talented people with a cabinet making background to join their growing business.  
 Excellent career opportunities with a terrific regional lifestyle.  
**For more information please call Mark Bloodworth on 0407 852 555, or to apply visit [www.bellpeople.com.au](http://www.bellpeople.com.au) and hit 'View All Jobs'.**

### Jobs at Indigo



#### Tree Maintenance Worker

- Full-time
- \$62,985 - \$72,443 pa
- Chiltern-based, working throughout the Shire

#### Coordinator Environment and Sustainability

- Full-time, or by negotiation for the right candidate
- \$75,135 - \$82,062 pa
- Beechworth location

#### Operations Administration Coordinator

- Full-time
- \$62,985 - \$72,443 pa
- Beechworth location

Visit [www.indigoshire.vic.gov.au/jobs](http://www.indigoshire.vic.gov.au/jobs) to download each position's recruitment kit, and to view instructions on how to apply.

**Applications for these positions close at 4pm on Friday 20 October.**

To be considered for these roles, applicants must address the selection criteria listed in the

[www.indigoshire.vic.gov.au/jobs](http://www.indigoshire.vic.gov.au/jobs)

### EMPLOYMENT

### Mulwala Football Netball Club

Positions available for 2018  
**Head Netball Coach**  
 Generous remuneration depending on qualifications and experience.  
**Contact Sharon Pitches 0423095693**

**Junior Football Development Officer**  
**Contact Chris Burgess 0427744312.**  
**Applications Close: October 31.**



### Restaurant Manager - Lindenwarrah

We are seeking a driven, energetic and hands-on leader to manage Restaurant Merlot at the Lindenwarrah hotel. Part of the Lancemore Group of boutique hotels, and in the heart of Victoria's King Valley, Lindenwarrah brims with country elegance and style.

The successful candidate will bring a strong background:

- Leading staff to deliver exceptional table and beverage service across conferencing, events and leisure;
- Partnering with executive chefs and sales executives to create a memorable guest experience;
- Managing all facets of a restaurant, including staff rostering, training & compliance and beverage control.

If you are passionate about food, wine and customer service join us!

How to apply - [www.lancemore.com.au/careers](http://www.lancemore.com.au/careers) or drop in to the hotel and meet our general manager.

### NORTHEAST HEALTH WANGARATTA CAREERS



Northeast Health Wangaratta is the major health provider in the Central Hume region with an extensive range of acute, sub-acute, aged care and community services and has the following vacancies:

**REGISTERED MIDWIVES- GRADE 2**  
**Full Time & Part Time Positions**  
 Ref No: 17142  
**Contact:** Karen Oddie (03) 5722 5133  
**Closing Date:** 11 October 2017

**GAP YEAR POSITIONS AVAILABLE**  
 2017 Graduating Year 12 Students  
**Fixed Term Positions**  
 Please See Website For Further Details  
**Contact:** Diane McIntosh (03) 5722 5149  
**Closing Date:** 15 October 2017

**SUMMER CADETSHIPS**  
 For University Students  
**Part Time Fixed Term Positions**  
 Ref No: 17133  
**Contact:** Diane McIntosh (03) 5722 5149  
**Closing Date:** 15 October 2017

**ENROLLED NURSE- LEVEL 2**  
 Thomas Hogan Rehabilitation Centre  
**Part Time Positions Available**  
 Ref No: 17145  
**Contact:** Maree Delaney (03) 5722 5409  
**Closing Date:** 15 October 2017

**PHYSIOTHERAPIST- GRADE 2**  
 Rehabilitation Outreach  
**Part Time Position Available**  
**52 Hours Per Fortnight**  
 Ref No: 17149  
**Contact:** Dr Brooke Winzer or Erin Anderberg (03) 5722 5413  
**Closing Date:** 22 October 2017

**PHYSIOTHERAPIST- GRADE 1**  
**Multiple Positions Available**  
**80 Hours Per Fortnight**  
 Ref No: 17143  
**Contact:** Dr Brooke Winzer or Erin Anderberg (03) 5722 5413  
**Closing Date:** 22 October 2017

**CLEANER/ORDERLY**  
**Part Time Position Available**  
**64 Hours Per Fortnight**  
 Ref No: 17150  
**Contact:** Annette Bruce (03) 5722 5342  
**Closing Date:** 22 October 2017

**OCCUPATIONAL THERAPIST -GRADE 2**  
**Part Time Fixed Term Position**  
**16 Hours Per Fortnight**  
 Ref No: 17123  
**Contact:** Lisa Peters (03) 5722 5508  
**Closing Date:** 22 October 2017

FOR MORE INFORMATION AND TO APPLY GO TO:  
[northeasthealth.org.au/careers](http://northeasthealth.org.au/careers)



### Finance Administration

- Continuously growing company
- Part-time role – 3 days per week

Yarrowonga Manufactured Housing is a successful family owned company offering high quality, affordable solutions in transportable buildings and prides itself on its quality of design and construction methods.

YMH is currently expanding to occupy its fresh and purpose-built work environment situated near the shores of Lake Mulwala, an inland aquatic paradise, lying between the twin towns of Yarrowonga Mulwala.

The continuous growth of YMH brings with it the need to refine how we do things so you will have plenty of opportunity to shine as you meet the demands of the dynamic operating environment and the challenge of bringing about new business practices and systems.

We are seeking an energetic and professional individual to join this busy and developing company in a part-time finance administration role. This position will work with our current finance administration officer to provide a more focused and balanced work environment.

You will need to demonstrate your ability to manage accounts payable, accounts receivable and payroll to ensure compliance and accuracy are achieved. The company currently uses QuickBooks and is considering other systems. The position will also provide general accounting support to the Financial Controller, including period close, BAS, asset management and internal reporting.

If you are seeking a challenging, diverse and rewarding role in a fast paced, fun and passionate environment, then please address the following criteria in your application:

- Knowledge and experience gained in a similar SME role over 5 years;
- Demonstrated ability in problem solving and workload prioritising;
- High-level computer and accounting database skills and solid Excel user ability
- Certificate IV in Accounting/Financial Services/Bookkeeping or similar.

For a position description and further information, please contact the Financial Controller, on 03 5744 2388.

Please apply by forwarding your application which addresses the selection criteria, and resume to [ourpeople@yarrahousing.com.au](mailto:ourpeople@yarrahousing.com.au) before 5pm Sunday 8th October 2017.



### Administration Support Officer - Timber Division -

An exciting opportunity exists to join the Merriwa team as Administration Support Officer for the Merriwa Timbers Division based at Greta Road, Wangaratta.

Merriwa Timbers has been providing quality timber products to its clients for over 30 years. We proudly manufacture our timber products as one of Australia's leading Supported Employment Enterprises.

The Administration Support Officer will be a key point of contact for our customers and will work closely with the Merriwa Timbers Sales Manager, handling customer enquiries, processing customer orders, and using our order management system, TIMMS.

#### Key Selection Criteria and Skills:

- Experience using order management systems and administrative systems
- Excellent communication skills, with the ability to work with a variety of stakeholders and customers, handling enquiries and customer orders
- High level computer skills
- Ability to multi-task, prioritise tasks and work to timelines
- Highly dedicated team player

Applications addressing the Key Selection Criteria, with a CV and cover letter can be emailed to [mark.umanski@merriwa.org.au](mailto:mark.umanski@merriwa.org.au) or posted to Merriwa - Attention Mark Umanski, PO BOX 392, Wangaratta 3676.

For further information or for a copy of the Position Description, contact Mark Umanski – Timber Divisional Manager by emailing: [mark.umanski@merriwa.org.au](mailto:mark.umanski@merriwa.org.au)

**Applications close 5pm, Friday 13 October 2017.**

### Vintage Cellar Hands



KING VALLEY WINES

**Company:** King Valley Wines Whitfield.  
**Description**  
**Vintage Cellar Hands**

Situated in the King Valley wine region, 30mins from Wangaratta, is a modern premium winemaking facility. With an annual grape crush of 3-6000 tonnes our experienced and committed team provide contract grape processing and winemaking services to the Industry.

Exciting opportunities exist for casual Cellar Hands to join our winery team for vintage 2018. If you are hard working, physically active, a team player, keen to learn new skills and are highly motivated then you are encouraged to apply for these positions:

#### CELLAR HANDS

- Forklift driver grape receipt
- Vintage winery operations – additions, transfers, crushing, pressing, fermentation procedures, truck loading, oak filling and cleaning

Although prior cellar experience would be looked upon favourably, full job training is provided for individuals willing to take on a challenge. It is also essential that all applicants are willing and able to work extended hours and weekends on rotating shifts over the vintage period.

#### Contact

Applications, including a letter of introduction and a CV marked Private & Confidential should be forwarded via email to [garry@kingvalleywines.com.au](mailto:garry@kingvalleywines.com.au) or Chief Winemaker, King Valley Wines P/L PO Whitfield Vic 3733

## EMPLOYMENT

**COURT SECURITY OFFICER - WANGARATTA**

G4S has successfully been awarded the contract to provide security services at courts and tribunals throughout regional Victoria on behalf of Court Services Victoria.

We are keen to hear from qualified & licensed security officers who are down to earth and hold good knowledge of the local community. Duties of the Court Security Officer can include;

- First point of contact and security screening for all those entering the court
- Customer Service
- Internal and external roving security patrols

G4S provide fully paid training, complete uniforms, generous pay and longterm job stability.

If you, or someone you know, would like to apply for a position in Wangaratta please call Nicola Doyle on 03 9864 4041 or 0447 279 315 or send your resume into [eoi@au.g4s.com](mailto:eoi@au.g4s.com)

G4S is an equal opportunity employer and we highly encourage employees who identify as Aboriginal or Torres Strait Islander to apply for these positions. Our mission is to create safer communities. Join us, together we can make a meaningful difference.

## EMPLOYMENT

**St. John's VILLAGE**

Care • Compassion • Respect

St. John's Village is a Residential Aged Care Facility who aim to provide excellence in person centred care, through the values of care, compassion and respect. We currently have vacancies in the following positions:

**Employment Opportunities**  
**Environmental Services Attendant Casual**  
**Contact: Maree Bailey 03 5723 2438**  
**Closing Date: Thursday 12th October 5pm**

**FIND OUT HOW TO APPLY AT:**  
[www.stjohnsvillage.com.au/about/employment](http://www.stjohnsvillage.com.au/about/employment)

**CASUAL FARM HAND WANTED**

King Valley area.

Machinery operations and fencing experience a must.

**Ph 0434 629 063**

Looking for a qualified

**RETAIL MANAGER**  
for a departmental store in Wangaratta.

Experience will be preferred but not essential.

Salary will depend on skills and experience.

Please send your resumes to [soochbalkaran@yahoo.com](mailto:soochbalkaran@yahoo.com)

**St. John's VILLAGE**

Care • Compassion • Respect

St. John's Village is a Residential Aged Care Facility that aims to provide excellence in person centred care, through the values of care, compassion and respect. We currently have vacancies in the following positions:

**Employment Opportunities****Registered Nurse and Enrolled Nurse**

Permanent and casual positions available across a range of shifts.

**Contact:** Paul MacDonald 03 5721 4214

**Closing Date:** Thursday 19th October 5pm

To apply please submit a completed Application for Employment form, a cover letter addressing the selection criteria and a current resume.

**FURTHER DETAILS AVAILABLE AT:**  
[www.stjohnsvillage.com.au/about/employment](http://www.stjohnsvillage.com.au/about/employment)

**DIESEL MECHANIC**

Bertoli's Agricultural & Industrial Benalla local Kubota Distributor & Service Centre for Earthmoving, Compact & Agricultural Tractors, Lawn Care, Power Equipment, John Berends Equipment.

Due to growth within our organisation, we have an opportunity for a self-motivated Diesel Mechanic to join our busy team.

The successful applicant will possess the following attributes:

- Qualifications in Diesel Mechanics (small & large engines)
- Diverse mechanical experience with electronics & hydraulics (would be desirable)
- Ability to correctly diagnose, report & repair faults in machinery
- Strong attention to detail
- Confidence to work autonomously, and as part of a team
- Excellent communication skills (both written & verbal)
- Ability to work unsupervised (on & off site)
- Truck/Forklift licence desirable

Salary is negotiable to right candidate based on prior experience, knowledge & skills.

Position is full time Monday to Friday with some seasonal overtime & rotational weekend work required.

Please email your confidential resume with a cover letter to:

[jamieb@bertolis.com.au](mailto:jamieb@bertolis.com.au)  
or call Jamie Boatwood  
(03) 5762 3633