

**Position Description**

**Hairdresser, Atyenhenge Atherre Aboriginal Corporation**

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| Job Title: | Hairdresser | Location: Santa Teresa |
| Level/Salary Range: | $35 per hour | Position Type:  PPT – 3 Days a week (Tuesday, Wednesday, Thursday) |
| Primary Purpose of this position | | |
| |  | | --- | | As part of a small team, the hairdresser will work closely with the Atyenhenge Atherre Aboriginal Corporation (AAAC) and local salon staff to run and operate the new hair salon in Santa Teresa. The position will support the skill development of local workers and provide a hairdressing service three consecutive days a week to the local community.  A high quality and respectful service provided will be expected of the hairdresser. The salon will operate out of a freshly painted building that is dedicated purely to the salon which has recently been installed with professional grade salon furniture and equipment. The role assists with program and project management and administration including assisting and training local staff in ordering stock, basic administration and providing cuts and colours to men, women and children at a small fee. The position will also demand worker to adhere to local advice to ensure the program respects cultural practice and uses language people understand.  A key responsibility of the role is to mentor the staff to increase local capacity to perform the role.  The position is based in Santa Teresa. | | | |

Role and Responsibilities

ADMINISTRATION

* Ordering stock
* Managing timesheets
* Managing financial income and expenditure

IMPLEMENTATION AND COMMUNITY ENGAGEMENT

* Providing a service that engages all community members
* Providing a flexible service that recognises and respect community and cultural expectations
* Providing a holistic approach to community development and service delivery
* Participate in community meetings as needed
* Perform other tasks as required by AAAC management

COMMUNICATIONS

* High quality communication skills
* Listening to advice and guidance of local workers

WORKING RELATIONSHIPS

* This position works alongside the AAAC’s CEO and the AAAC team. It is directly answerable to and supervised on a daily basis by the AAAC CEO.

EXPERIENCE

* Hairdressing and salon experience
* Demonstrated ability to engage with local communities
* Demonstrated ability to assist organizations in delivery of services to Aboriginal People in remote locations.
* Demonstrated good interpersonal and communication skills including ability to develop and maintain productive and sustainable community and professional partnerships.
* Demonstrated time management and team working skills
* Demonstrated ability to contribute to written reports and records

ESSENTIAL REQUIREMENTS

* Completed hairdressing qualifications
* Strong communication and listening skills
* Able to maintain positive working relationships and good communications across Arrernte family groups and service providers
* Full current Drivers Licence
* Current Ochre Card and police check or an ability to obtain one prior or shortly after commencement
* Administration experience
* Names and contact details of two referees. At least one of these referees must be a recent work supervisor

DESIRABLE REQUIREMENTS

* Access to personal vehicle

EMPLOYMENT CONDITIONS

* Salary with salary range commensurate with experience and qualifications
* Accommodation provided
* Assistance with transport cost additional to salary
* Professional development opportunities