



CHERBOURG ABORIGINAL SHIRE COUNCIL

22 BARAMBAH AVENUE
CHERBOURG QLD 4605

Phone: (07) 4168 1866
Fax: (07) 4168 2727

Position Authorisation Form			
Job Title:	Housing Officer	Department/Group:	Corporate Services
Level/Salary Range:	Stream A Level 1.1	Position Type:	Full-time
HR Contact:	Hanny Rooyackers	Other:	
Advertising:	Website	Date posted:	22April 2024
Applications Accepted By:			
E-mail: hr@cherbourg.qld.gov.au Subject Line: Attention: HR Advisor RE: Trainee Administration Officer		Mail: HR Advisor Cherbourg Aboriginal Shire Council 22 Barambah Ave Cherbourg QLD 4605	
Job Description – Specific Activities			
<ul style="list-style-type: none"> ➤ Conduct regular house inspections as required. ➤ Liaise with tenants about the condition of their house and/or yard. ➤ Conduct exit inspections and detailed reports on vacant houses. ➤ Conduct entry inspection and reports for tenants. ➤ Conduct inspection reports on new houses. ➤ Liaise with contractors to ensure repairs are undertaken effectively. ➤ Conduct house inspections after vandalism and break ins. ➤ Work closely with and undertake instructions from the Senior Housing Officer. ➤ Other duties as directed by the Corporate Services Manager. 			
Approved By: (name & signature)	Sam Murray	Date	22 April 2024
Approved By: CEO	Zala Chatur	Date	22 April 2024