



# Job Description

## Audio Typist/Transcriptionist

### How to apply for this position:

1. Complete and submit the Application Form, along with;
2. Up to a two-page written summary of how you meet the required skills and experience for the position
3. A copy of your current CV along with any relevant certificates

**Applications must be submitted via email:** [belinda.kendall@curijo.com.au](mailto:belinda.kendall@curijo.com.au)

**Application close:** COB Friday 24 November 2017

### Brief Description of the Role:

Curijo is seeking a skilled and experienced audio typist/transcriptionist for the transcription of audio and written files for government, non-government and other corporate clients. These will include assessments, reports and other documents as identified. We offer flexible working hours to suit your lifestyle. Choose your own hours to complete jobs. We will provide you with a minimum of 2-3 days for most of our jobs and urgent jobs will be negotiated with you, however accuracy to details and ability to meet deadlines will be key in this role. Work from home is available and can be negotiated. Prior experience of transcribing is preferred but candidates without such experience who meet the skills and experience and are capable, enthusiastic and quick to learn are encouraged to apply.

### Skills and expertise:

1. Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply or demonstrated ability to work with Aboriginal and Torres Strait Islander People
2. Computer literate and proficient in Microsoft Word
3. Typing speed minimum 75 wpm
4. Proficient and accurate typing skills from audio tapes and/or documents
5. Strong listening, comprehension, spelling and grammar skills, with an eye for detail
6. Understand the importance of communicating effectively within a virtual working environment
7. Motivated, self-starter with a proven ability to meet deadlines
8. A sense of pride and commitment to provide high quality output
9. Available to transcribe a minimum of 8 hours per week
10. A current NSW Working with Children's Check

**Curijo Pty Ltd**

**October 2017**

*We recognise and respect that Aboriginal and Torres Strait Islander people are first peoples and traditional owners of this country. We pay our respects to Elders both past and present and extend that respect to all Indigenous peoples of this land. We acknowledge the rich and diverse cultures and the long history of Indigenous Australia. We understand the important role of maintaining these rich cultures and the ongoing relationship with the land.*



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11. Willing to undertake a National Criminal History Check

### Job Details:

Job Name	Audio Typist/transcriptionist
Reports to	Practice Manager
Direct Reports	N/A
Classification	Casual
Location	Variable locations across NSW and ACT
Probation	6 months
Hours	As needs basis – hours will vary
Remuneration	\$25 per hour, plus superannuation

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## Primary Responsibilities

Responsibilities	Tasks	KPI's
Operations	<ul style="list-style-type: none"> <li>• Ensure report is completed in the allocated timeframe</li> <li>• Communication with the Assessor is vital for accurate reports to be developed</li> <li>• Respond to referrals within a 48hrs of notification, and</li> <li>• Ensure that realistic timeframes and requirements are determined prior to accepting the referral</li> <li>• Ensure that all information is recorded and documented accurately</li> <li>• Ensure that the report is culturally appropriate at all times where required</li> <li>• Ensure all specific needs are taken into consideration when report writing e.g. numeracy and literacy, disability etc</li> <li>• That electronic and or hard copy reports are provided to the assessor for approval within 24hrs of completing the report</li> <li>• Once approval has been received from the allocated assessor notify the CEO and finance that the report is finalised</li> <li>• Advise Curijo of any WH&amp;S or safety risks as they arise</li> <li>• All documentation will only be save in Curijo Share Point</li> </ul>	<ul style="list-style-type: none"> <li>• Report provided within the allocated reporting time at acceptance of the job</li> <li>• Management team feedback is positive</li> <li>• FACS and/or NGO Feedback is positive</li> <li>• Assessment feedback is positive</li> <li>• Assessment completed within the approved budget and timeframe</li> </ul>
Teaming	<ul style="list-style-type: none"> <li>• Provide information and feedback to the Curijo Team Meetings</li> <li>• Participate in Curijo Practice Forums where required</li> <li>• Share knowledge and experience with Curijo staff through a two-way learning process and buddy system</li> <li>• Undertake any other reasonable duties / projects which may be required from time to time</li> </ul>	<ul style="list-style-type: none"> <li>• Team feedback is positive</li> <li>• Management team feedback is positive</li> </ul>
Cultural	<ul style="list-style-type: none"> <li>• Undertake cultural awareness training</li> <li>• Be aware and always work in a culturally sensitive and strengths based manner</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from CEO is positive</li> </ul>

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