



POSITION DESCRIPTION

Title:	Administrative Officer
Enterprise Agreement:	Community Sector Multiple Enterprise Agreement 2009
Classification:	<i>Community Service Worker Level 2, Year 2</i>
Usual work location:	257 Lake Albert Road + 270 Lake Albert Road Koorungal (Wagga Wagga, NSW 2650)
Cost Centre:	511 & 191 (50% each)
Usual hours of work:	4 days per week, 9.00am - 3.00pm (Part Time - <i>44 hours per fortnight</i>)
Position Objective:	To provide office administration and operational support service for the <ul style="list-style-type: none">• General Manager Community Services (GM CS)• Non-Placement Support Services (NPSS)
Position Responsibilities	<ul style="list-style-type: none">• Ensure that program staff have access to relevant information. This includes but is not limited to financial reports, funding contracts, staff records, job information sheets, client information documentation, risk assessments and management plans, behavior intervention plans.• Work alongside the GM CS and NPSS Coordinator to support daily operations.

- Work alongside the GM CS and NPSS staff to ensure quality control of reports including and not limited to budget monitoring, meeting preparation, sourcing of contracts and related key reporting details, review of birth family contact reports, transport, youth work and cancellation reports.
- In collaboration with NPSS Coordinator assist with work allocations and scheduling.
- Ensure smooth operation of 'contact' rooms, cars and equipment bookings.
- In collaboration with NPSS Coordinator attend to program petty case requirements as required.
- Completion of incident reporting and child protection reporting as bound by mandatory obligations and responsibilities
- Display sensitivity and acceptance of all stakeholders irrespective of race, culture, gender, lifestyle or moral code
- Engage in regular supervision
- Other duties as required from time to time

Key behaviours:

Communication

Communicates clearly and accurately – listens to and understands the views of others.

Flexibility

Recognises and responds to unanticipated events and requirements or sudden changes of priority.

Outcome focused

Identifies and accomplishes challenging objectives by doing whatever is necessary to achieve the goal.

Team Building

Promotes the achievement of results through cooperation and joint efforts between team members.

Your application will need to address each of the Key Skills, Key Knowledge Areas and Key Experience – no more than 4 pages

Key skills:

- Ability to problem solve and manage competing priorities effectively
- Highly developed organisational skills
- Proven ability to work independently on required tasks and work as part of a team
- Excellent verbal and written communication skills including interpersonal, report writing, outstanding computer literacy, liaising and networking
- Use of spreadsheet software applications
- Ability to work as a member of a team to provide quality services to children and young people including in the out of home care (OOHC) system

Key knowledge areas:

- Sound administrative skills including financial literacy, computer literacy and organisational skills

Key experience:

- Administrative Support, preferably in the human services sector

Qualifications:

Minimum Certificate II in Administration or Business Administration

Reports to:

General Manager Community Services, and Coordinator NPSS

Direct reports:

Nil