

1. Position Identification

Title:	Administrative Assistant
Location:	Indigo Junction
Level:	CASH Award 3.1
Hours of Work	15.2
Date effective:	ASAP

2. Reporting Relationships

Responsible To (immediate Supervisor)	Karnany Resource Centre Manager
Number of Staff Positions (directly supervised)	Nil
Number of Staff Positions (indirectly supervised)	Nil

3. Organisational Values

All employees are expected to work to the vision, mission and values of Indigo Junction.

Vision

Everyone has the right to a safe place to live and grow. Homelessness is not OK!

Mission

Indigo Junction will:

- Provide safe, secure and affordable housing
- Promote independence, education and personal development
- Build capacity for social and economic participation.

Values

Dedicated Accepting Creative Informed

4. The key objectives of this position are:

- To provide administrative support to the Karnany Resource Centre
- Direct clients accessing the service to the appropriate on site supports

5. The key duties and responsibilities of this position are:

Organisational

- Operate in accordance with the Indigo Junction Policies and Procedures Manual.
- Support data entry to organisational data base and reporting systems
- Support to staff in relation to data base and reporting systems
- Provide administrative support to staff based at the Karnany Resource Centre
- Other duties as directed by senior staff.

Systems to be developed and maintained are:

- Specialist Homelessness Information Platform (SHIP) including trouble shooting, staff training and support – monthly reporting
- DSS DEX Data Base including trouble shooting and staff training
- CSM Flex data entry including trouble shooting and staff training
- Telecommunication equipment
- Purchasing of stationery and equipment
- Maintenance of calendars, leave, organisational meetings,

6. Selection Criteria -

The skills, experience, qualifications and attributes needed to do this job

a) <i>Qualifications and/or training and/or licences</i>	<i>Essential</i>	<i>Desirable</i>
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Experience and demonstrated competence in computer and telecommunication based systems	✓	
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<i>b) Experience and knowledge</i>	<i>Essential</i>	<i>Desirable</i>
Sound understanding of the principles of Trauma Informed Care.	✓	

<i>c) Skills and attributes</i>	<i>Essential</i>	<i>Desirable</i>
High level of interpersonal skills.	✓	
High level communication skills, both written and oral.	✓	
Sound self-management, time management and organisational skills.	✓	
Computing skills in word processing, spreadsheets and data-base.	✓	

<i>d) Training and/or licences and/or clearances</i>	<i>Essential</i>	<i>Desirable</i>
Current 'C' class driver's licence.	✓	
Current National Police Clearance.	✓	
Working with Children Clearance.	✓	
First Aid Certificate (or willingness to obtain one).	✓	

7. Certification

As the occupant of the position I have noted the statement of duties and responsibilities as detailed in this document.

Signature: _____
Employee

Date: _____



The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position. This position description is indicative at this point in time.

Signature: _____
Chief Executive Officer

Date: _____

