

## JOB DESCRIPTION AND STATEMENT OF DUTIES

<b>JOB TITLE:</b>	Administration Officer OOHC (Penrith)
<b>TEAM:</b>	OOHC
<b>LINE MANAGER:</b>	Manager Casework
<b>KEY RELATIONSHIPS:</b>	The Administration Officer will maintain primary relationships with the CEO, Regional OOHC Manager, OOHC Manager, Managers Casework OOHC, the OOHC team and the clients and agencies or businesses that request a service from the KARI Support Team
<b>TERMS AND CONDITIONS:</b>	Full Time as per contract, guided by NSW Social, Community, Home Care and Disability Services Industry Award 2010.
<b>BASE SALARY:</b>	\$44,000 (Level 1) \$46,000 (Level 2) \$48,000 (Level 3) \$50,000 (Level 4)
<b>PACKAGE BENEFITS:</b>	9.5% Superannuation paid to company of employees choice. Option for salary sacrifice paid to any employee debt or bill.

### 1. JOB PURPOSE

The Administration Officer will provide administration support to the KARI OOHC Team at our Penrith location.

### 2. DUTIES AND RESPONSIBILITIES

- Support the Casework team across various elements of the Case Conferencing Process as directed by the Line Manager.
- Coordinate the rostering of Support Workers and provide comprehensive briefings to those workers prior to attending the task allocated.
- Manage all functions associated with contingency payments.
- Coordinate meetings as necessary – book rooms, confirm with all participants and organise catering.
- Take minutes at meetings, type up and distribute as directed.
- Collection and correlation of data.

- Undertake filing as necessary.
- Provide relief on reception as requested by the Line Manager.
- Assist with the supervision of children who are in the KARI office as requested by the Manager.
- Attend monthly supervision meetings with your Line Manager and complete the tasks identified at these meetings. Identify personal learning needs and give feedback on the service including the identification of gaps and areas for improvement.
- Attend any KARI meetings as requested by your Line Manager.
- Undertake and participate in regular evaluations of the service and take part in annual appraisals of staff performance and team planning days.
- Undertake specific tasks allocated by your Line Manager relating to the promotion of the service and the enhancement of the partnership between the team and key stakeholders.
- Contribute to the development and maintenance of a positive, supportive and collaborative team environment including the ongoing learning of all team members through the sharing of ideas and feedback from training.
- Advocate for KARI and Aboriginal people, children and young people in the sector.
- Other duties as directed.

### **3. ELIGIBILITY REQUIREMENTS**

- Aboriginality.
- Willingness to undertake a Working with Children Check.

### **4. SELECTION CRITERIA**

- Excellent organisational and time management skills.
- Experience in community, welfare or customer service setting.
- Data entry experience.
- Demonstrated knowledge and understanding of the issues affecting Aboriginal communities, families and children.
- Good communication and interpersonal skills.
- Good computer skills with knowledge of the Microsoft Office package of tools, Outlook and capacity to navigate the internet for work purposes.
- Ability to respect and work within the values of KARI and commitment to reflecting and adhering to KARI's policies and procedures.
- Ability to work co-operatively and respectfully with team members, foster carers, families and professionals from various agencies and cultural backgrounds.



In signing this Job Description, the employee acknowledges that they have read the document and understand its contents.

Employees Name:			
Signature:		Date:	
Authorised KARI Representative Name:			
Signature:		Date:	

<b>APPROVED TO SAVE ON POLICY DRIVE AND DISTRIBUTE TO STAFF</b>			
<b>CASEY RALPH – CEO:</b>		<b>DATE:</b>	