

## JOB DESCRIPTION AND STATEMENT OF DUTIES

<b>JOB TITLE:</b>	Administration Officer – KARI Clinic (Aboriginal Identified)
<b>TEAM:</b>	KARI Clinic
<b>LINE MANAGER:</b>	Clinic Coordinator
<b>KEY RELATIONSHIPS:</b>	The Administration Officer will maintain primary relationships with the CEO, Clinic Coordinator, the OOHC Clinic and Case Management teams as well as clients and key agencies/stakeholders.
<b>TERMS AND CONDITIONS:</b>	Full Time as per contract
<b>BASE SALARY:</b>	Superannuation as per Superannuation Guarantee Charge (currently 10%). Option for salary sacrifice paid to any employee debt or bill.
<b>PACKAGE BENEFITS:</b>	10% 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 high level of administrative assistance to the KARI Clinic service at Liverpool which includes but is not limited to Psychology, Speech Pathology, Occupational Therapy, Nursing, Medical, Dietetics and Dental services.

### 2. DUTIES AND RESPONSIBILITIES

- Provide general administrative duties including the management of filing systems, client bookings and maintenance of electronic diaries for appointments and meetings.
- Provide administrative co-ordination of the KAMAC, Dietetics and Dental clinics which in part includes liaising with external services to co-ordinate appointments, bookings and correspondence (e.g. reports).
- Ensure that all children have their immunisation records on file (to be requested bi-annually).
- Maintain client database and administrative systems to support intake and triage processes of referrals.
- Responsible for ensuring all duties pertaining to health records including data entry, filing and information compilation are all completed in a timely, accurate and confidential manner.

- Managing clinic mail and dissemination of reports and other correspondence to clients, relevant KARI staff and external service providers.
- Manage electronic text messaging service and contact clients to both book and confirm upcoming appointments.
- Provide transport for children attending the Transition to School Program as directed by the Line Manager.
- Assist with child minding/playgroup duties as directed by the Line Manager.
- Assist with the word processing of letters, reports and other documentation as necessary, including the creation of service based publications.
- Take minutes at meetings, type up and distribute as directed.
- Manage clinic stock and develop and update asset records as required.
- Maintain the cleanliness and organisation of the reception, treatment rooms and common areas.
- 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**

- Identify as Australian Aboriginal
- Previous experience in an administrative role in a health, community or welfare setting.
- Possession of a current NSW Drivers License – minimum P2.
- Willingness to undertake a Working with Children Check and National Police Check.

## 4. SELECTION CRITERIA

- Excellent organisational skills with the ability to manage varied tasks/projects concurrently.
- Experience in the preparation of written communication such as letters, agendas and minutes.
- Data entry and electronic database/system management experience.
- Demonstrated knowledge and understanding of the issues affecting Aboriginal communities, families and children.
- Demonstrated flexibility and problem solving skills along with the ability to work independently and as part of a multidisciplinary team.
- Excellent communication and interpersonal skills.
- Excellent 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>	