



Womens Safety Services of Central Australia

Our Vision: Greater Safety, Respect and Dignity for all Women and their Children in Central Australia

Position:	Administration Officer – Permanent Part-Time, 25hrs p/w
Reports to:	Administration Coordinator
Remuneration:	Level 2.1 SCHCDS Industry Award 2010 <i>Generous package including 6 weeks annual leave and salary sacrifice</i>

Womens Safety Services of Central Australia (WoSSCA) is a not-for-profit, non-government organisation that operates on a feminist framework and is committed to assisting and enabling women and children experiencing domestic and family violence. WoSSCA provides several services which include; 24-hour Crisis Accommodation, Urban and Remote Outreach services, Court Support, Men's Behaviour Change Partner Contact and Community Development and Training.

Function:

The Administration/Data Officer will work as part of a team, providing a high level of customer service with the ability to perform an extensive range of administrative duties. This position is responsible for overseeing a busy reception and perform other support functions of the organisation.

This position will work in accordance with the philosophy, mission, values and policies of Women's Safety Services of Central Australia.

Duties and Responsibilities:

- Reception duties including: answering telephone, screening calls and taking messages.
- Greeting and responding to Clients/Public in a professional manner.
- Management of office equipment.
- Maintain a clean and well organised working environment including waiting room and meeting areas.
- Maintain and order office supplies.
- Handling external or internal communication distributing incoming and outgoing mail
- Creating and formatting documents as directed.
- Maintaining WoSSCA phone lists and other administrative duties
- Saving and storing of electronic information
- Assist data officer with all data functions as requested
- Other duties as directed

Selection Criteria:

1. Qualifications in administration and/or experience in administrative duties.
2. Strong written and oral communication, interpersonal and customer service skills.
3. Ability to manage sensitive information and maintain a high degree of confidentiality.
4. Effective time management and organisational skills.
5. Demonstrated ability in using Microsoft Office suite programs including excel spreadsheets and experience or ability to learn database systems.
6. Ability to perform a range of support duties with limited supervision.
7. Experience in work in a team setting
8. Knowledge of the issues affecting women and children experiencing domestic and family violence in Central Australia,

Mandatory requirements:

- A National Police Criminal History check (less than 3 months Old) with acceptable outcome.
- Northern Territory Working with Children Clearance (Ochre Card).
- Current NT Driver's Licence.
- Current First Aid Certificate or willingness to obtain one.

Compliance/Policies/Procedures:

This position will work under the policies and procedures of WoSSCA and in accordance with ethics, mission statement and vision of the organisation as the employer. It will also meet the relevant policy and legislative requirements of the funding body and the government.

WoSSCA programs are largely funded through government grants and a close relationship exists between the organisation and relevant government departments. Therefore, an appreciation and understanding of relevant government policies, initiatives and their applications is necessary to the success of the organisation.