

## POSITION DESCRIPTION

<b>POSITION</b>	<b>Administration / Receptionist</b>
<b>Reports to</b>	CEO
<b>Centre / Hub</b>	Gongolgong
<b>Level</b>	2
<b>Pay Point</b>	1 - 4
<b>Date Revised</b>	June 2022

The Position description is a broad description of the accountabilities, duties and conduct of an employee of Orana Haven Aboriginal Corporation. The role will evolve and change over time, in line with the changing strategic and operational requirements and outcomes of the organisations.

### Primary Purpose

This position is responsible for providing administrative support to assist with the smooth functioning of Orana Haven.

### Orana Haven Aboriginal Corporation Values

Orana Haven provides holistic case management for Aboriginal people with drug and alcohol issues in rural and remote areas in Western NSW.

### Responsibilities

You are required to perform the following duties:

- Maintain confidentiality;
- Clerical support tasks including: mail distribution, maintaining correspondence logs, photocopying, filing and minute taking;
- Data collection, collation and entry into a computerised data management system and the compilation of statistical reports as required;
- Maintenance of information on relevant resources;
- General clerical duties including word processing;
- Develop and maintain confidential records and administrative filing system;

- Contribute to the performance of Orana Haven Aboriginal Corporation, by adopting professional behaviours and being accountable for own decisions, actions and conduct that aligns with Orana Haven values and the code of conduct.
- Ensure a safe working environment by taking accountability for own actions and complying with all Orana Haven Aboriginal Corporation's WHS policies and procedures.
- Undertake any other duties, projects or tasks as directed by their Supervisor or other delegated person, which are within their skills, competence and training.
- Comply with the organisations policies and procedures (as varied from time to time) and undertake training and development.

### **Essential Criteria**

1. Minimum Certificate Level qualification and or equivalent relevant experience
2. Report writing skills and Computer skills
3. Well developed communication skills including written, oral and interpersonal
4. Ability to positively contribute toward team goals
5. Current First Aid Certificate;
6. Current Working With Children Check
7. A current Drivers Licence
8. Note that this is an Aboriginal/Torres Strait Islander Identified position.

### **Employee**

By signing below you are acknowledging that you understand and agree to the terms and conditions of employment set out in this Position Descriptions and that you have;

- I have read and understand the terms and conditions in the attached Position Description
- I have discussed any issues I have with my Position Description with my employer and they have considered and responded to any issues raised
- have received a copy of the Position Description for my records.

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Name (print)

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Signature

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Date