



## Disability Advocacy Service Inc.

### JOB DESCRIPTION

|                          |   |
|--------------------------|---|
| <b>Job Title:</b>        | Administration/Reception Officer  |
| <b>Employment Award:</b> | Social, Community, Home Care, Disability Services<br>Industry Award 2010 (NT) |
| <b>Salary:</b>           | SCHADS 2 – Level depending on experience                                      |
| <b>Responsible to:</b>   | CEO Disability Advocacy Service Inc.  |

---

Disability Advocacy Services (DAS) is a community based and Incorporated Association to provide advocacy and support services to people with disabilities in Alice Springs and the Barkly regions.

DAS operates from a best practice and client focused model. As a not-for-profit incorporated community organisation, DAS offers a free, confidential advocacy service to persons and families with a disability, supporting and empowering clients to exercise their own rights in accordance with the NT Disability Advocacy Standards.

#### Primary Objective

Provide administrative, operational and information support services, while exercising initiative in ensuring administrative processes and procedures are adhered to; including the collection and recording of required statistical data, for example: Ivo Database. In addition completing all tasks set by the Manager in a timely fashion.

#### Key Responsibilities

1. Provide competent administrative support to the CEO and undertake day to day management of all administrative activities relevant to the position.
2. Provide telephone and face to face client service that includes receiving and screening of all contacts to effectively refer to relevant others; provide client assistance as directed.
3. Provide support and input to assist the use and development of Information Technology Systems.
4. Management of current record keeping systems including the petty cash system, correspondence records (mail collection and its entry into correspondence log.)
5. Maintenance of office supplies, information technology and office equipment; updating of DAS asset register.
6. Providing operational and information for day to day client support.

## **Selection Criteria**

### **Essential**

1. Proven skills and / or experience in a wide range of computer applications, word processing, data and office management systems.
2. Demonstrated ability to manage time lines, prioritize tasks and work with minimal supervision.
3. Ability to identify and apply confidentiality and privacy principles in the workplace
4. Possess effective interpersonal / communication skills, work independently and within a team situation to contribute to the core business of DAS.
5. Current National Criminal History Check (less than 6 months old)
6. Current Working with Children Check (Ochre Card)

### **Desired**

1. Current NT Driver's License
2. Senior First Aid

### **Referees:**

Please identify a minimum of two referees that can comment on your knowledge and skills relevant to this position including a recent Manager or employer.

***DAS are an equal opportunity employer and encourages applications from people with disability. We also respect the Traditional owners on the land we deliver services and encourage applications from persons who identify as Indigenous.***