

JOB DESCRIPTION

Position Title:	Administrative Assistant
Position Type:	Part Time (0.6FTE, 45 hours a fortnight), ongoing
Location:	Deakin
Reporting Relationship:	Practice Manager, Therapeutic Services
Position Classification:	The position is classified at Band B in accordance with the RACR Enterprise Agreement
Remuneration:	\$60,806.20 to \$65,629.72 plus Superannuation and PBI Benefits for the full time position.
Reviewed:	6 February 2020

Roles and Responsibilities:

The role of this position is to work collaboratively within the Therapeutic team environment to assist the smooth running of the Therapeutic Portfolio in regards to administrative services.

Duties

Under the supervision of the Practice Manager, Therapeutic Services: [Click here to enter text.](#)

- Undertake general administrative duties;
- Support setting up for groups including arranging and collating group resources;
- Perform client support function in collaboration with the Family Advisors;
- Enter statistical data into the client information system;
- Support ICT functionality for the Deakin Office in liaison with ICT Manager, including setting up Go To Meeting for meetings and connecting peripheral devices;
- Participate in the development, implementation and maintenance of a safe and healthy workplace and take reasonable care to ensure health and safety of themselves and others; and
- Other duties as directed by the Practice Manager.

Selection Criteria:*Essential:*

1. Demonstrated experience in using a range of Microsoft Office applications, including Word, Office and Excel.
2. Demonstrated experience in responding sensitively to clients who contact our service.
3. Strong written and interpersonal communication skills.
4. Demonstrated ability to work well in a team environment
5. Demonstrated ability to prioritise tasks and be organised.
6. Demonstrated experience in dealing with ICT support issues.
7. Demonstrated understanding of the importance of, and experience with, maintaining data integrity.

Special Requirements:

- Must provide current proof of registration for 'Working with Vulnerable People'.
- Current driver's license
- Capacity to work outside of normal business hours to support RACR services.
- Commitment to mission and values of RACR.
- Understand and embed restorative principles in their work and interaction with others.

Contact Person:

For further information about the position or application process, please contact the Practice Manager, Therapeutic on 6122 7100 or careers@racr.relationships.org.au Click here to enter text.