

Position Description

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| Job Title | Administration Officer Community Services |
| Organisational Context | Aurukun is an Indigenous community of approximately 1450 people. Aurukun Shire Council provides a variety of services to the community that include provision of aged care services, child care services, community police, operation of airport, postal and bank agencies, art centre, development and maintenance of roads and a range of community activities. Funding is received through both State and Federal governments. |
| Department | Community Services |
| Award & Classification Level | Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1- Administrative, Clerical, Technical, Professional, Community Service, Supervisory and Managerial Services – Level 1. |
| Location | Aurukun |
| Reports to | Koolkan Early Childhood Manager |
| Position Scope | This position has significant direct contact with Community members staff and children |
| Employees Supervised | Nil |
| Job Role & Key Objective/s | To provide support to Koolkan Childcare Centre Manager with regards to general business and day to day operation of the Childcare Centre. and administrative support to Director of Community Services. |
| Selection Criteria | <ul style="list-style-type: none"> • Working with Children Blue Card essential • First aid and CPR Certificate • Drivers Licence • Safe food handling Certificate • Understanding of cultural protocols in Aurukun • Good computer skills including knowledge of Microsoft word, email and the Internet. • Strong Customer Service • An ability to prioritise their workload. • Demonstrated honesty, commitment and reliability in the workplace. • Willingness to learn, undertake professional development and progress in your position with the Centre. |
| Duties & Responsibilities | <p>Assist the manager in</p> <ul style="list-style-type: none"> • To greet families and children when entering the childcare centre and assist with any questions they might have. • Answer all telephone enquiries in a helpful and friendly |

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| | <p>manner including email enquiries as required.</p> <ul style="list-style-type: none"> • Assist in the process of new enrolments, My Gov and Proda. • Assist in Ordering Supplies, Consumables and resources for the centre • Attend Meetings and make decisions with your Centre Leadership team • Assist with entering attendance data in to Xplor as per reporting requirements • Able to provide a safe, caring, non-judgemental and supportive environment for all children and their families • Maintain Workplace Health & Safety requirements • Adhere to Council's policies and procedures • Provide administrative support and prioritise tasks according to the centre's needs • Other duties as directed by your Manager or Director of Community Services. |
| <p>Key Performance Indicators</p> | <p>Key Performance Measures</p> <ol style="list-style-type: none"> 1. All tasks completed in a timely manner. 2. Excellent time management skills – planning daily tasks to ensure all required task take place at an appropriate time. 3. Good communication skills including conflict resolution and an understanding of cultural requirements. 4. Follow safe work procedures. 5. Report any hazards or incidents to the Manager in a timely manner. 6. Adhere to all of council's polices and procedures. 7. Attend any training and meetings as directed by Manager |

I, _____ acknowledge and agree to the above position description.

Employee's Signature _____

Date _____