

JOB DESCRIPTION

SEXUAL ASSAULT PROGRAM (QLD HEALTH)

ADMINISTRATIVE ASSISTANT POSITION

The Employer

The Immigrant Women's Support Service (IWSS) is a community-based organisation that works with women and children of non-English speaking backgrounds who are or have been in violent domestic situations and/or have experienced rape and/or sexual assault.

IWSS is a crisis and support service that provides culturally appropriate support, information, short-term counselling and referral. The service employs bilingual/bicultural workers qualified in social work, behavioural sciences and Psychology.

IWSS works from within a feminist framework which values cultural diversity and recognises the disadvantages faced by women and children of non-English speaking backgrounds that arise from the structural inequalities existing in society.

IWSS works to assist women of non-English speaking backgrounds and their children to live in safety and security and access services and facilities to make their independent survival possible.

IWSS is funded by the Commonwealth and State Governments.

The Position

This position requires a person who is qualified in administrative and secretarial fields, and is able to work co-operatively with women from diverse cultural, linguistic, socio-economic backgrounds and ages.

The purpose of this position is to ensure:

- Administrative assistance to the sexual assault program.
- Appropriate response to telephone enquiries in the Sexual Assault Program.

The position reports directly to the Senior Sexual Assault Worker.

Work Place Structure

The worker must be able to work in accordance with the IWSS philosophy and within the structure of the program and the organisation.

The worker shall work as a cooperative team member and is accountable to the sexual assault program senior worker and ultimately to the IWSS coordinator and the management committee.

Duties

1. Maintain the administrative systems and records in accordance with the IWSS centralised system and provide administrative support to the sexual assault program.
2. Maintain appropriate petty cash records and assist in the administrative tasks related to the financial system of the service.
3. Collect and collate statistical data as required by the senior worker, the coordinator and funding body.
4. Process external requests for IWSS resources.
5. Provide assistance and support to the sexual assault program staff as required.
6. Monitor and maintain adequate levels of stationary, equipment and other supplies and attend to maintenance of property and assets of the organisation as negotiated with the senior worker and coordinator.
7. Provision of reception and clerical duties including word processing and computer information to other staff if required.
8. Attend regular staff meetings, supervision sessions, organisational activities and other meetings as required.
9. Other tasks to assist the agency as negotiated by the coordinator.

Selection Criteria

The worker must have:

1. Demonstrated experience in office management and secretarial support work including processing incoming and outgoing mail, maintenance of office supplies, and knowledge of office equipment (computers, photocopier and fax machine).
2. Demonstrated ability to use computer packages in a window's and networked environment.
3. Excellent interpersonal and cross-cultural communication skills as they relate to telephone and/or personal interaction with people from a wide variety of cultural, linguistic, age, socio-economic and professional backgrounds.
4. Ability to take direction and utilise own initiative as the need arises.
5. Demonstrated ability to work co-operatively in a team environment.
6. Ability to work in accordance with IWSS philosophy and feminist framework.
7. A current driver's licence.

Desirable

8. Experience with Microsoft Word, Excel, PowerPoint, Publisher and PDF Creator.
9. A language other than English.