

Position Description

Position Title:	Receptionist/Administration Officer
Program/Section and/or Portfolio:	Performance and Enablement
Location:	Dandenong. Travel to other locations will be required.
Reports To:	Administration Supervisor

This Position Description intends to describe the general scope, level of work, accountabilities and responsibilities of the position. It does not necessarily include all duties and responsibilities.

This Position Description may be altered in accordance with the changing requirements of the position.

About CatholicCare Victoria

CatholicCare Victoria is a leading and influential provider of charitable and social services in Victoria. The *Mission* of CatholicCare Victoria is to build communities that recognise and nurture the dignity of each person. Our employees share our *Mission* for a stronger, more inclusive society through supporting individuals, families and communities in times of need, especially those who are most disadvantaged, vulnerable and/or marginalised.

CatholicCare Victoria delivers excellence in a broad range of child, family and youth services, family relationship services, school counselling and pastoral care services, social housing, employment and advocacy services across various office locations and delivery sites in Victoria.

CatholicCare Victoria draws on the principles of Catholic Social Teaching to inspire and direct our endeavours. We value and respect human dignity, and embrace diversity in an inclusive work environment.

CatholicCare Victoria Values

Values	Behaviours
Respectfulness	We value people for who they are and recognize what they are doing. We interact with others honestly and in a positive, considerate, and caring matter.
Integrity	We value the work we do. We are fair, honest, and trustworthy. We act professionally, take accountability for our actions, and keep our promise.
Inclusivity	We welcome everybody, working to enable everyone to feel like they belong and have a place – from a face to be seen and a voice to be heard.
Collaboration	We walk alongside clients, communities, and each other. We contribute to the work and lives of others so that we can all achieve our best, together.

CatholicCare Victoria reserves the right to advertise positions and make no appointment.

Compassion	We connect with each other’s stories. We acknowledge the inherent strengths and diverse experiences of others. We act with kindness and care in all our relationships, helping each other to address our challenges in a safe and welcoming environment.
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About Performance and Enablement

Performance and Enablement is the corporate services function for CatholicCare Victoria. Our aim is to provide support to the everyday running and efficiency of CatholicCare Victoria. The stream also provides support and guidance to both internal and external stakeholders around meeting the corporate obligations and responsibilities of the organisation, in addition to providing tools and technology that support the client delivery team members and ensure their common tools (systems) are safe and suitably efficient.

Position Summary

The Receptionist/Administration Officer is the face of the organisation, the first point of contact with clients, suppliers and members of the public, creating a friendly and professional impression of CatholicCare Victoria. The Receptionist/Administration Officer will undertake a wide range of administration and reception duties relating to the general administration support of CatholicCare Victoria.

Key Result Areas and Responsibilities

The order in which key result areas and responsibilities are listed is not necessarily significant.

Key Result Area	Key Responsibilities
General Reception and Administration Duties	<ul style="list-style-type: none"> • Answer all incoming calls in a timely and professional manner and manage enquiries whenever possible • Re-direct calls as appropriate and take messages when required • Greet, assist and direct clients, visitors and the general public in a professional manner • Monitor waiting clients and alert workers to assist clients • Assist with site management processes including raising Building Maintenance Requests and liaising with the Facilities and Housing Supervisor in relation to fleet and building maintenance requirements • Register and distribute mail/emails • Manage the smooth operation of photocopy machines including replenishment of cartridges • Purchase and take inventory of office supplies and stationery, including tearoom supplies and replenish tea/coffee/milk etc in kitchens • Create and process finance forms, including Petty Cash vouchers, handling and distribution of food, fuel and cab charge vouchers, EFT/Cheque requisition, credit card payment requests and purchase orders • Maintain the tidy presentation of interview rooms, reception, kitchen facilities and common areas • To attend to other duties as may be required from time to time by the Administration Supervisor • Maintain and uphold the electronic filing of documents where possible • Work according to roster across CatholicCare Victoria’s Dandenong site

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Service Quality	<ul style="list-style-type: none"> • Engage in supervision with line manager and participate accordingly • Maintain a high level of professional standards • Maintain a continual learning culture and participate where possible in gaining and sharing advanced skills • Actively participate in team activities when available • To provide relief for the other receptionist during periods of annual or unexpected leave if at all possible, and in negotiation with the Administration Supervisor
Resource Coordination	<ul style="list-style-type: none"> • Verify clients up to date contact details, during phone calls as appropriate • Assist with cancellation of client appointments on request from staff • Ensure program brochures are replenished in the reception area • Provide administrative support to program staff, including but not limited to client letters, maintain client list, printing, document and manual preparation

The position is also required to perform other duties as lawfully and reasonably directed.

Reporting and/or Supervision Relationships and Authority

Reporting Relationship:

The position reports to and works under the general guidance of the Administration Supervisor.

Position/s Reporting to Receptionist/Administration Officer:

Not applicable.

Authority:

The position works within standards and procedures.

The position is required to work within the relevant delegations policy, procedure and guidelines of CatholicCare Victoria.

Stakeholder Relationships

Internal Relationships:

Works under direction from the Administration Supervisor and works cooperatively with all employees. Develop a working relationship with all components of CatholicCare Victoria's management and staffing structure.

External Relationships:

A range of stakeholder contacts across the range of CatholicCare Victoria's program portfolios, including collaborating services.

Organisational Responsibilities of the Position

Workplace Health and Safety (WHS)

CatholicCare Victoria is committed to the health, safety and wellbeing of employees, volunteers, contractors, clients and other people within our workplaces. The position is required to perform the responsibilities of the position adhering to the *Occupational Health and Safety Act (2004)*, in particular to:

- take reasonable care for your own and others' health and safety within the workplace;

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Date of Position Description:	March 2023	Position Description Template Version:	November 2022
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- take reasonable care that your actions or omissions do not adversely affect the health and safety of yourself or others;
- cooperate with any reasonable directions, policies and/or procedures relating to health and safety in the workplace;
- report all injuries, illness, near misses or hazards as per CatholicCare Victoria policies and procedures; and
- participate in relevant health and safety training, and risk management initiatives based on position and responsibilities.

Cultural Safety and Respect

CatholicCare Victoria acknowledges the history, culture, diversity and value of all Aboriginal and Torres Strait Islander Peoples, and pays respect to their Elders past and present, as well as acknowledging future generations.

The position is required to work with Aboriginal and Torres Strait Islander Peoples in a culturally safe and respectful way.

Safety of Children, Young People and Vulnerable Adults

CatholicCare Victoria is committed to the safety of children, young people and vulnerable adults.

The position is required to perform the responsibilities of the position adhering to the *Catholic Safeguarding Standards, National Principles for Child Safe Organisations, Child Safe Standards* and any other relevant standards and/or legislation.

Risk Management, Accreditation and Quality Improvement

The position is required to actively participate in risk management, accreditation and quality improvement processes, procedures, systems and initiatives, including reporting risks, incidents and feedback in a timely and responsible manner.

Policies, Procedures and Legislative Requirements

The position is required to undertake the responsibilities of the position adhering to all CatholicCare Victoria policies, procedures and practice guidelines and relevant standards and/or legislation including, but not limited to:

- *Employee code of conduct*;
- information privacy and confidentiality;
- Equal Opportunity, anti-discrimination and anti-bullying; and,
- inclusion and diversity.

Key Requirements

Qualifications and/or Training

1. Relevant qualification, preferable within Business or Administration is desirable, but not essential.

Knowledge, Skills and Attributes

2. Demonstrated experience in a busy receptionist and administration role.
3. Excellent interpersonal, verbal and written communication skills.
4. Well-developed priority and time management skills, and ability to multi-task.
5. Demonstrated experience and confidence dealing with clients and other stakeholders.
6. Demonstrated ability to work as an effective team member and to also work autonomously.
7. Intermediate to advanced skills in Microsoft Office suite and windows operating environment.

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Date of Position Description:	March 2023	Position Description Template Version:	November 2022
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8. Accurate and proficient data entry skills.

Child Safety

9. Demonstrated commitment to the safety of children, young people and adults in a respectful and inclusive environment for all diversity groups in accordance with the *Catholic Safeguarding Standards, National Principles for Child Safe Organisations, Child Safe Standards* and any other relevant legislation.

Other Requirements

- Current driver's licence.
- Current Victorian Working with Children Check.
- Current Australia-wide Police Check.
- A Statutory Declaration (provided by CatholicCare Victoria) to declare that: you have not lived overseas for more than 12 months in one country; OR if you have lived overseas for more than 12 months, that you have no criminal history overseas.
- International Police Check (where applicable).
- Disqualified Carer's Check (where applicable).
- Right to Work in Australia.

Please note, CatholicCare Victoria will conduct the Police Check/s and Disqualified Carer's Check.

It is the incumbent's responsibility to maintain a current valid Driver's Licence, Victorian Working with Children Check and Right to Work in Australia.

The incumbent is required to agree to undertaking a Police Check every three (3) years (or earlier to comply with specific contractual or legislative obligations and requirements).

Signatures

This section is to be signed upon appointment:

Name:	
Signature:	
Date:	

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