JOB DESCRIPTION FORM

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| Effective date of document | May 2020 |
| Award | ACCHS |
| Award Type: | Admin |

**POSITION IDENTIFICATION**

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| **Title:** Administrative Assistant/ Receptionist |
| **Reports to: Kimberley Supports Regional manager**  **Supervision of:** N/A |
| **Relationships – Internal:**   * Liaise with Kimberley Supports Regional manager and Kimberley Supports staff * Liaise with CEO, and Executive Managers * Liaise with other KAMS Units   **External:**   * Liaise with KAMS Member Services and other Aboriginal Health Services * Liaise with NDIA, WACHS, Dept Education and Allied Health Services |
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| **Duty Statement**  The role of Administrative Assistant/ Receptionist is to provide high quality reception and administration support to Kimberley Supports staff. |
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| **Key Responsibilities**  **Administration support**   * Working within a electronic client management system * Data entry, including registering new clients and receiving new referrals * Undertake booking of appointments for the Early Childhood Support team * Attend and participate in staff meetings as required * Preparation of meeting agenda, minute taking, distribution of all meeting minutes * Ensure that correspondence is recorded and distributed in a timely manner * Assist the manager in the management of assets and finance procedures * Liaise with KAMS Finance unit regarding Kimberley Supports purchases and invoicing. * Assist staff with vehicle and travel bookings * Scheduling Kimberley Supports staff mandatory training and documentation * Monitoring and scheduling tasks in KAMS CQI management system LogiQC for Kimberley Supports * Assist the manager with staff timesheets on other staff documentation * Assist with health promotion and community awareness raising activities when appropriate. * Attendance and unit representative for KAMS OHS and CQI meetings   **Maintain efficient reception services**   * Respond to all visitors and clients who enter the reception area in a professional and timely manner. * Maintain a professional and courteous relationship with external services. * Demonstrate cultural sensitivity in all communications with clients and staff. * Answer the phone in a professional and timely manner and transfer calls appropriately. * Support the Clinical Nurse Specialist with general administrative tasks * Organise meetings, workshops, including venue hire, catering, and materials as requested.   **Manage equipment and building maintenance and repairs.**   * Monitor and schedule building and vehicle repairs or service * Ensure the service providers/ contractors adhere to KAMS policy while undertaking maintenance * Ensure preventative maintenance carried out in accordance with the maintenance schedule. * Upload service reports to LogiQc after each maintenance and repair. * Complete monthly maintenance audit reports. |

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| **Selection Criteria** |
| **Essential:**   1. Demonstrated ability to provide a high standard of confidential secretarial and administrative support, including a high level of word processing skills 2. Demonstrated ability to communicate effectively with members of the public and a diverse range of health and community service providers 3. Ability to operate with minimal supervision and as part of a multidisciplinary team 4. Sound ability to organize schedules and meetings 5. Ability to compose workplace documents excel spreadsheets, gather and analyses information 6. Demonstrated ability and knowledge of CQI Continual Quality Improvement strategies and recording of the documentation 7. Understanding of workplace health and safety, employment equity and antidiscrimination 8. Current manual driver’s license 9. Current Working with Children Check 10. Federal Police Clearance   **Desirable:**   * Experience or understanding of working with Aboriginal people * Knowledge and understanding of the issues and barriers families with disabilities face * Ability to communicate effectively with disability consumers, their families/carers and stakeholders |

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| **Certification** |
| **The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.**  KAMS CEO  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  **As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.**  Name of employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Appointed: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ |

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| **About KAMS**  [**www.kamsc.org.au**](http://www.kamsc.org.au) |
| KAMS (Kimberley Aboriginal Medical Services) is a regional Aboriginal Community Controlled Health Service (ACCHS) resource organisation providing a collective voice for a network of member ACCHS from towns and remote communities across the spectacular Kimberley region of Western Australia.  Our major role is in advocacy and support for our ACCHS members, in addition to KAMS being directly responsible for the provision of comprehensive primary health care in 5 remote Aboriginal community clinics at Balgo, Billiluna, Mulan, Beagle Bay and Bidyadanga. Our member ACCHS are based in Kununurra (OVAHS – Ord Valley Aboriginal Health Service), Halls Creek (YYMS – Yura Yungi Medical Service), Derby (DAHS – Derby Aboriginal Health Service) and BRAMS (Broome Regional Aboriginal Medical Service).  The KAMS Centre for Aboriginal Primary Health Care Training Education and Research provides a model of integrated health education, incorporating accredited training for medical undergraduates and postgraduates, pharmacy trainees and Aboriginal Health Worker trainees through to Advanced Diploma level.  KAMS is also responsible for the development and management of Renal Services for the Kimberley, including satellite dialysis services and support and coordination of local primary health care services in the provision of renal education and prevention, early detection and better management of established kidney disease and coordination of care for those in advanced stages of kidney disease.  The KAMS regional collective of ACCHS is a major employer in the Kimberley, with Aboriginal people representing more than 70% of its 300+ strong workforce.  KAMS's regional support includes:   |  |  | | --- | --- | | * Population Health * Social and Emotional Well Being * Health Promotion * Information Technology * Pharmacy Support and Training * Corporate and Financial Services | * Accredited Aboriginal Primary Health Care Training and Education * Research * Regional Renal Services * Undergraduate and Postgraduate Medical Training |   **About headspace Broome**  headspace Broome opened in July 2008 with the aim of addressing the region’s complex and high level of youth and mental health needs. With a focus on enhancing the delivery and coordination of services within the town of Broome and the development of early intervention, awareness raising and community education programs in a whole of Kimberley context.  A consortium of services providers working in Broome and/ or across the Kimberley, provide advice and guidance to assist in the ongoing development of the headspace Centre. KAMS auspice the service. There is a commitment amongst all consortium members to look at ways to work collaboratively in order to develop agreed referral and care coordination for young people who require it..  The headspace Broome mission is to implement improvements in the mental health, social wellbeing and economic participation of young Australians aged 12 – 25 and also acknowledge and reduce mental illness, high rates of suicide, self harming behavior and drug and alcohol misuse. Headspace Broome achieves this through the provision of clinical services from the Broome office in combination with awareness raising and health promotion activities. Central to the operation of the service is a Youth Advisory Committee who provides guidance about the needs of young people. |