

POSITION DESCRIPTION

JOB TITLE:	Administrative Officer – Alice Springs	DATE:	January 2019
AWARD:	Social, Community, Home Care and Disability Services Industry Award 2010	SALARY:	Level SACS 3.0
REPORTS TO:	Finance Manager and WYDAC Board	DEPT:	Finance
APPROVED BY:	CEO		

PART A: ABOUT WYDAC

BACKGROUND

Warlpiri Youth Development Aboriginal Corporation (WYDAC), formerly Mt Theo Program, was started by Yuendumu Community in 1993 to address chronic petrol sniffing in Yuendumu. WYDAC achieved unprecedented community success in this initial struggle, which led to considerable growth in the scope of the services provided. WYDAC now provides a comprehensive range of programs that deliver diversion, development, treatment, and leadership services throughout the Warlpiri region.

WYDAC was created by, and for, Warlpiri people, and is governed by a Warlpiri Committee. WYDAC head office is located in Yuendumu Community, and WYDAC has permanent staffing and operations at five different Warlpiri sites – Yuendumu, Willowra, Nyirrpi, Lajamanu remote communities and Mt Theo Outstation. The notable, and sustainable, success of the program has been firmly based on the support and strength of local Warlpiri youth and their communities, as well as the ongoing commitment of staff.

The program aims to promote positive and meaningful pathways for all young Warlpiri people and, in turn, their families and communities. This is done through an extensive range of complementary, community-based programs, which are summarised briefly below.

1. *Youth Development Programs*
 - a. Yuendumu (Jarui Pirrjirdi), Willowra, Nyirrpi and Lajamanu, including Yuendumu Pool
2. *Client Services*
 - a. Mt Theo Outstation, Warra Warra Kanyi and Outreach Counselling Services
3. *Management and Administration*
4. *Program Infrastructure Support*
 - a. Mechanical Training Workshop and Infrastructure Department

VISION

We believe that health does not just mean the physical wellbeing of the individual but refers to the social, emotional, cultural and spiritual wellbeing of the community. We strive to support young Warlpiri people from all over the region to achieve their full potential as human beings, to build strong futures for themselves, their families and their communities.

GUIDING PRINCIPLES

Warlpiri patu kurlangu	Warlpiri Leadership & Ownership
Kurdu-kurdu jungarni yaninjaku	Positive and meaningful pathways for young people
Mardarni-njaku kurdu-kurdu jintangka	Support for Warlpiri youth to deal with hard times
Nguru-ngka taarnga-juku warrki-jarrinjaku manu nyiya-kanti-kanti mampu-ngku mardarni-njaku	Sustainable resources and infrastructure on country
Jinta-ngka karlipa warrki-jarrimi manu kalipa nyanu purda-nyanyi	Unique and responsible working relationships
Yapa manu kardiya jinta-marri-marri-warrki jarrimi	Yapa and kardiya working together

PROGRAM OBJECTIVES

WYDAC identifies the following as fundamental objectives

- Provide positive and healthy activities for young people to engage in community
- Provide education, training and employment opportunities so young people can stay in community
- Provide counselling and rehabilitation for young people suffering youth at risk issues
- Keep Warlpiri culture and communities strong through youth leadership and development activities
- Share knowledge and skills with other Aboriginal nations

VALUES

WYDAC is firmly committed to the principles of community development and local governance. We work co-operatively with the community and other agencies to support and maintain equity and equal opportunity for Aboriginal and Torres Strait Islander people in accessing culturally appropriate primary health care services. Our guiding principles are:

- Self-respect and respect for others
- Respect for elders and sharing their stories with young people
- Honesty and truth
- Looking after land
- Looking after young people in trouble
- Listening to each other
- Yapa and Kardiya working together

PART B: POSITION SPECIFICATIONS

PRIMARY PURPOSE OF THE POSITION

The purpose of the Administrative Officer is to ensure that all invoices are paid on time and to maintain an excellent working relationship with our creditors as well as perform administrative and reception duties at the Alice Springs office.

REPORTING RELATIONSHIPS

The Administrative Officer will be responsible to the Finance Officer/Manager and WYDAC Committee.

DUTIES AND RESPONSIBILITIES

PRIMARY DUTIES AND RESPONSIBILITIES

Finance:

- Managing the accounts payable
 - Preparing invoices and voucher/POs for processing/payment
 - Data entry for accounting and financial processes
- Maintain the accounts@wydac.org.au email address
- Respond to account queries
- Assist with processing weekly and fortnightly payroll if required
- Assist with managing petty cash if required
- Act on behalf of the Finance Manager in his/her absence

General Administration & Reception:

- Prepare meeting minutes if required
- Maintain office/stationary supplies, kitchen supplies, cleaning supplies and office equipment
- Reception duties that includes answering phones, taking & checking for messages, collecting and sorting mail, welcoming and directing visitors
- Filing, faxing, scanning and photocopying
- Managing Office Cleaning

PART C: PERSON SPECIFICATIONS

QUALIFICATIONS AND KNOWLEDGE

ESSENTIAL CRITERIA

- Demonstrated understanding of, and experience in working with cross-cultural persons and community development.
- Experience working in administrative and finance roles
- Excellent oral and written communication skills
- Excellent computer skills and experience working with spreadsheets and databases
- Demonstrated ability to work in a team

- Demonstrated capacity for resourcefulness, self-motivation and independent decision making
- Excellent customer service, organizational and time management skills
- Careful to detail

DESIRED

- Relevant qualifications in book-keeping, accounting practices and or Business Administration

STANDARDS OF PRACTICE

- Maintain high professional standards of practice.
- Participate in ongoing training and professional development of self and others.

ADDITIONAL FACTORS

- Possession of a current 'C' Class Open Driver's License.
- Applicants will be required to obtain a criminal history check and Working with Children clearance – Ochre Card (on acceptance of position, and conditional to contract offer)

ENDORSEMENT

The preceding information is an accurate statement of the requirements and employment of this position, at this time.

Signature (CEO) _____ Date ____/____/____

I have read and understand the duties and requirements of the position as described in this position description and agree to be employed under such conditions and the relevant Award.

Employee's Signature _____ Date ____/____/____