

Position Description

Title:	Reception & Administration Officer
Unit:	Business Services
Reports To:	Administration Manager
Time Fraction:	Full Time
Employment Status:	12 months maximum term with possibility of extension
Salary:	\$39,000 per annum
Location:	17-23 Sackville Street, Collingwood

Organisational Overview

VACCHO represents 30 Aboriginal Community Controlled Organisations (ACCO's) throughout Victoria, which make up the VACCHO Membership. VACCHO was established in 1996 and is recognised by State and Federal governments as the peak body to co-ordinate and represent Aboriginal health organisations and community views on Aboriginal health issues in Victoria.

VACCHO's primary principles of operation are community control and self-determination of health service provision to Aboriginal people in Victoria.

VACCHO Strategic Goals

- Aboriginal Cultural Qualities
- Quality Workforce
- Quality Services
- Quality Infrastructure
- Quality Partnership & Networks

Unit Overview

The Business Services Unit comprises of the Executive, Member Support, Communications, Operations, Administration, Finance, Human Resources and Business Shared Services.

Role Overview

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This is a development position which works closely in collaboration with members of the Administration, Operations and Finance Business Services team to deliver exceptional customer service to VACCHO.

Key Responsibilities

1. Reception duties
2. Assist with ordering and restocking of stationery & office supplies
3. General administration assistance
4. Undertake Certificate III in Business with VACCHO's Registered Training Unit
5. Work within the Business Services Team as an effective team member, providing assistance and support to the Unit as required to meet Unit objectives
6. Undertake other duties which are appropriate to the level of the position, as directed by the Administration Manager and Business Services Director to meet unit objectives

Key Standards Required Within VACCHO

OHS

VACCHO requires all employees to comply with the *Victorian Occupational Health and Safety Act 2004* and all the rules, regulations and relevant Codes of Practice.

VACCHO is a Smoke Free Workplace.

Equal Employment Opportunity

VACCHO is an equal opportunity employer and strongly encourages Aboriginal and Torres Strait Islander people to apply. Selection will be based on assessing an employee's future capabilities alongside the skills, knowledge, past performance and other personal qualities relevant to the initial work assignment.

Quality

VACCHO has adopted the ISO 9001 quality improvement standard as its accreditation benchmark and is committed to maintaining ISO 9001 accreditation as its benchmark for quality systems.

All Employees are required to participate in the continuous improvement at VACCHO and are required to understand and perform their responsibilities in relation to quality in their daily work and to ensure compliance with statutory and quality related requirements.

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Signature:

Name:

Date:

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