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| Job Title: | Administration Worker | | |
| Program: | Across all programs | | |
| Level/Salary Range: | Guided by Federal SCHCDS Industry Award Level 2.1 | Hours Per Week: | 20hrs |
| Location: | 21-22, 7 Aberdeen Street Perth | Position Type: | Part Time |
| Position Reports To: | Chief Executive Officer | | |
| Address Applications to: | | Application Closing Date: | |
| Kevin Winder NSEP Coordinator nsep@harmreductionwa.org PO Box 8003 Perth WA, 6849 | | Tuesday 11 th October 2022 | |
| | | More Information: | |
| | | N/A | |
| OVERVIEW | | | |
| <p>Peer Based Harm Reduction WA (PBHRWA) is a statewide, peer-based community organisation that aims to improve the health and social circumstances of people who use drugs (PWUD) in WA. PBHRWA is staffed and governed by people who may have/have had personal experience of substance use and people who have an interest in substance use issues and who support PBHRWA's practice and principles.</p> <p>Programs and services are delivered within a social health and community development framework underpinned by harm reduction and peer education. PBHRWA provides a non-judgmental space for PWUD to access a range of services.</p> <p>PBHRWA's services encompass a Needle and Syringe Exchange Program (NSEP) and safe disposal, information and peer education on safer drug use, safer sex, hepatitis C and other blood borne viruses, health clinics including mobile health clinics, and supported referral to drug treatment, legal, social, welfare and other health services. PBHRWA operates an outreach peer education and support service and tailors information and education sessions in response to requests from various drug and health related service providers and educational facilities.</p> <p>PBHRWA operates from two fixed site locations: Aberdeen Street in Perth and Bunbury.</p> | | | |
| ACCOUNTABILITY | | | |
| <p>PBHRWA is governed by a Committee of Management (COM) and the Chief Executive Officer (CEO) reports to the COM. This position reports to the CEO.</p> <p>All staff and Committee members are accountable for providing and ensuring programs and services remain accessible and equitable to people who need and use them. PBHRWA is an accredited organisation against the Alcohol and other Drug and Human Services Standard.</p> | | | |

ROLE AND RESPONSIBILITIES

Position Objective:

- To ensure that PBHRWA's data is collected and collated efficiently, preparing data for reports in accordance with service agreements.

Key Tasks:

- Administrate staff data collection; ensuring data forms are collected on time, and data is accurately entered into PBHRWA spreadsheets.
- Administrate meetings as required.
- Maintain data collection systems, processes, templates and forms.
- Collect and administrate all incoming and outgoing mail, including postage, postage supplies.
- Handling of petty cash transactions & petty cash reconciliation.
- Assist in preparing NSEP takings for finance officers.
- Purchasing of stationary and office consumables.

Policy and Procedures

- Contribute to the development of PBHRWA's policies and procedures, as and when requested by line management.
- Undertake all duties in accordance with PBHRWA's policies and procedures; the Alcohol and other Drug and Human Services Standard; WA Department of Health and other government policies, legal and other statutory obligations.

Team Development

- Promote teamwork and participate in team-building activities.
- Commit to appropriate training and professional development when offered.
- Actively participate in staff meetings, team meetings, supervision, service planning, in-service workshops etc.
- Support consumer participation in surveys and other activities PBHRWA participates in from time to time where relevant.

Reporting/Administrative

- Complete timesheets, leave and other application forms.

ROLE AND RESPONSIBILITIES

Essential:

- Demonstrated previous experience in a similar position.
- Sound organisation and time management skills.
- The ability to work with minimal supervision and as part of a team.
- The ability to work effectively and productively within an environment that supports harm reduction in relation to illicit drug use issues.
- Excellent interpersonal, conflict resolution and problem solving skills.
- Sound written and oral communication skills.

- Highly developed computer skills including Microsoft Office suite, Excel and internet.

Desirable:

- Previous experience in working in a peer based service and /or a community-based, non-government organisation.
- Knowledge of WA drug and health services sector.

OTHER INFORMATION

- A 6 month probationary period will apply.
- Salary packaging is available to employees.
- Hours of work are in accordance with the NSEP opening hours.
- Overtime is not paid. TOIL must be negotiated with your line manager and applied in accordance with PBHRWA policy.

APPLICATION NOTES

- Read and understand the position description.
- Write a brief letter of application.
- Provide brief statements addressing the selection criteria.
- Provide an up-to-date resume.
- Provide the names and contact details of two professional referees.

For more information on the position please contact Kevin Winder (NSEP Coordinator) on (08) 9325 8387 or via email nsep@harmreductionwa.org

Please note that applications must address the Selection Criteria to be considered.

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| Reviewed By: | NSEP Coordinator | Date: | 22/7/2022 |
| Approved By: | CEO | Date: | 28/9/2022 |
| Last Updated By: | | Date/Time: | |