

## **POSITION DESCRIPTION**

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|-----------------|---|
| Title           | <b>Office Manager / Case Manager</b>  |
| Award           | <b>Social, Community, Home Care &amp; Disability Services Industry Award 2010</b> |
| Level           | <b>Level 5.1 - \$72,064.56 (access to Salary Packaging)</b>                       |
| Position Status | <b>Fixed Term 2 year contract (depending on ongoing funding)</b>                  |
| Location / Base | <b>Ngaanyatjarra Lands</b>  |

### **PURPOSE OF POSITION**

- Manage community office and supervise Indigenous Community members to ensure the delivery of effective administration and clerical services to the Community
- Provide supervision and training for office based Indigenous workers in office procedures
- Coordinate all administrative functions of the Community Office
- Encourage the employment of Indigenous CDP workers

### **REPORTS TO**

**Community Development Advisor (CDA)**

### **ABOUT NGAANYATJARRA COUNCIL**

Ngaanyatjarra Council was incorporated in 1981 with the aim of supporting the development of all Ngaanyatjarra people. At the core of this work was assisting the Ngaanyatjarra Communities to be strong and sustainable with reliable essential services, air transport, bookkeeping, agency and road transport, fuel distribution, health services, community services and improved housing.

Ngaanyatjarra Council (Aboriginal Corporation) represents the interests of around 2000 Ngaanyatjarra, Pintupi and Pitjantjatjara people living in 12 communities in the Central Desert region of Western Australia.

Today, Ngaanyatjarra Council is one of the largest Indigenous Corporation in Australia and has grown to be the major representative body for Ngaanyatjarra people. Ngaanyatjarra Council is also the parent and ultimate holding company of the Ngaanyatjarra Corporate Group which includes the following entities:

- Ngaanyatjarra Services (Aboriginal Corporation)
- Ngaanyatjarra Health Service (Aboriginal Corporation)
- Indervon Pty Ltd
- NATS (Ngaanyatjarra Agency and Transport Service)

## **KEY RESPONSIBILITIES**

### **CSM Support**

- Provide administrative support to CDA, including arranging community meetings, recording of minutes and ensuring correct governance procedures are adhered to.
- Provide relief for CDA as required.
- Administer online systems ensuring compliance.

### **Administration**

Supervise and assist Indigenous community members in the following:

- Reception at front counter
- Telephone answering and message taking
- Mail management
- Faxing, filing & photocopying
- Airline and courier bookings
- Ensure visitors are made familiar with the Community and their material needs

### **Finances**

Supervise and assist in:

- Ordering supplies and services
- Invoicing and paying accounts
- Coding receipts and payments according to the budget lines
- Monitoring expenditure in relation to the budget
- Preparing cash and cheque bank receipts
- Bank reconciliations
- Recording cash advances and reimbursements
- Computer data entry
- Ensuring cash security and accountability
- Processing bank deposits, withdrawals and transfers
- Updating Community Saving Cards and Advance summaries
- Family account payments, loan distributions and debtor's records administered
- Collection counting, depositing and recording Pay Phone cash collections
- Other duties as directed by CDA

## SELECTION CRITERIA

### ESSENTIAL

- Basic bookkeeping knowledge.
- Sound clerical, reception and banking skills.
- Good computer skills especially in spreadsheets and accounting software.
- Knowledge of the CDP and Centrelink requirements.
- Well-developed time management, organisational and planning skills including the ability to set priorities and meet objectives
- Ability to work independently, under limited direction
- Personal qualities including a positive outlook, patience, honesty, maturity, flexibility and a high standard of personal conduct.
- Good supervision, problem solving, conflict resolution and team building skills
- Ability to deliver on-the-job training
- Ability to maintain appropriate levels of confidentiality in dealings with Community members
- Strong desire to succeed in this position and a commitment to assisting the organisation achieve its goals
- Knowledge of and commitment to the principles of Aboriginal self-determination at the Community level especially as it relates to management, employment, training and enterprise development
- Demonstrated ability to work with and under the direction of traditional Aboriginal people in a "dry" (no alcohol) community, where cultural norms and community development priorities may differ from your own. Patience, maturity and a high standard of personal conduct is essential

### DESIRABLE

- Experience in working in an Aboriginal organisation
- Knowledge of the various Laws and By-Laws which affect the operation of an Aboriginal organisation
- Knowledge of CDP compliance requirements
- Basic knowledge and understanding of aboriginal history, culture and contemporary aboriginal political, social, cultural and economic issues

**Applications and Enquiries:** E: [trans@transremote.com.au](mailto:trans@transremote.com.au) Tel: [0419 599 617](tel:0419599617)