


POSITION DESCRIPTION		
Position	Community Engagement Administration Trainee – Carer Gateway	
Unit	Carer Gateway	
Reporting to	Manager, Community Engagement	
Salary	SCHADS Award, Level 1	
Award conditions	Modern Award Social, Community, Home Care and Disability Services Industry Award (SCHADS)	
Funding	All government funded programs/grants	
Position Statement	To provide administrative and engagement support to the Community Engagement and Outreach teams. With the goal of assisting the team to engage with relevant organisations and service providers for the promotion and delivery of the Carer Gateway services.	
Accountabilities & Responsibilities		
Administration Support	<ul style="list-style-type: none"> • Administrative support for Community Engagement team • Print and prepare program materials for distribution • Organise stationery and other office consumables including stocktake and ordering as required • Provide travel coordination for Community Engagement team, organising accommodation and car hire as required • Assist where required with event coordination for the team • Liaise with external providers as required for procurement of services and supplies • Assist with the general operations of the team • Enter event, meeting and stakeholder data into CRM system • Undertake stakeholder research • Organising event registration • Attend outreach events, interagency and external meetings with the team 	
Organisational citizenship and team work	<ul style="list-style-type: none"> • Demonstrate an active, dedicated commitment to the Carers NSW Mission and Vision, and core principles • Actively seek to understand, communicate and support Carers NSW vision and organisational goals to all stakeholders, internally and externally • Ensure a high level of confidentiality and integrity, liaise with others in a professional, respectful and constructive manner • Participate in Carers NSW initiatives, projects and events • Attend staff meetings and unit meetings • Support volunteers who assist in the work of the unit • Assist in cross-unit project activity • Assist with the general operations of the organisation 	
Professional development	<ul style="list-style-type: none"> • Attend relevant group seminars and training sessions 	

	<ul style="list-style-type: none"> • Completion of Traineeship requirements on agreed schedule for a Certificate IV Business
Quality Improvement	<ul style="list-style-type: none"> • Demonstrates ongoing commitment to the Vision, Mission, Values, Strategic Plan, and Business Plan • Understanding and commitment to continuous improvement processes • Understanding of and compliance with Carers NSW Policies and Procedures • Undertakes quality improvements to ensure policies and processes are best practice for quality outcomes to be achieved • Compliance with all other legislative requirements
Diversity & Inclusion	<ul style="list-style-type: none"> • Has the capacity and understanding to work with and support diverse populations • Recognises the rights of others and respects difference in all its forms • Is committed to social justice and social inclusion • Values diversity as a strength and positively utilises diversity
Work Health and Safety	<ul style="list-style-type: none"> • Understanding and compliance with all relevant WHS legislation • Take reasonable care to protect your health and safety and the health and safety of others. • Report all safety hazards, incidents, near misses and injuries • Maintain a clean and orderly work area • Actively participate in safety improvement activities
Selection Criteria	
Essential qualities	<ul style="list-style-type: none"> • Strong attention to detail and high level of accuracy • Sound administrative skills including proficiency in Microsoft Office programs • Well-developed communication and organisational skills • Effective time management skills • Strong commitment to teamwork • Ability to grasp new concepts quickly and efficiently • Experience using technology (computers/telephones/software packages) • Willingness to learn and develop new skills and knowledge
Desirable Qualities	<ul style="list-style-type: none"> • Understanding of and commitment to carer issues and needs

I have read and understand the requirements of this role as described in this document

Employee Signature

Date