

## POSITION DESCRIPTION

<b>Position Title / Classification:</b>	Senior Administration Officer (CEO Support)
<b>Section:</b>	Head Office
<b>Award:</b>	Aligned to Social, Community, Home Care and Disability Service Industry Award – Level 4
<b>Status:</b>	Part time 76 hrs/ftn worked flexibly
<b>Location:</b>	8 Warwick Rd Ipswich
<b>Date Prepared:</b>	22 March 2024
<b>Position Reports To:</b>	Chief Executive Officer

### Our Vision

At ALARA, our vision is that people with a disability and older Australians receive quality support to have their needs met, to achieve their personal goals and be actively included in the life of our community.

In the Ipswich, Lockyer, Somerset and surrounding areas we provide a range of services including:

- In-home (domestic and personal care) support
- In-home and hub based respite care
- Community access, participation and inclusion
- Learning and life skills development groups
- Accommodation support
- Information and Advocacy
- Social, Leisure, Sporting and Recreational Activities
- Fitness and Wellness programs
- Creative Arts Programs
- Services for Older Australians
- Services for Children and Teenagers
- Plan Management and Financial Intermediary services
- Supports Coordination

### The Organisation

Senior Administration Officer – CEO Support – Head Office - Level 4

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Date Updated: 22 March 2024

ALARA QLD Limited is a non-denominational disability service provider, originally established as Respite Care Services (Ipswich) Inc in 1991. In 2000, the organisation underwent a name change to ALARA Association Inc. to better reflect its services and in 2013 became ALARA QLD Limited, a company limited by guarantee.

ALARA means:

**Access**   **Lifestyle Support**   **Accommodation Support**   **Respite**   **Activities**

It is a not-for-profit provider of community and support services that are individualised and responsive to the needs of people with a disability, their carers and families. Services are provided in the Ipswich, Somerset and Lockyer Council areas.

ALARA provides direct personal care, community access and a range of programs and activities to suit over 600 individual clients.

ALARA QLD Limited's current annual budget is in excess of \$15m dollars. Funding is received from the Queensland Government Department of Communities, Child Safety and Disability Services, the National Disability Insurance Scheme and from the Federal Department of Health. Services are also purchased directly by our customers.

## ALARA'S Values

ALARA services are provided in a way that is consistent with the following values:

- Value 1:      Person Focused**  
We will be **Person Focused** and aim to meet individual needs.
- Value 2:      Responsive**  
We will be **Responsive** and flexible within our resource limitations.
- Value 3:      Partners**  
We will be **Partners** with our clients, carers, families, staff, volunteers, members, the community and funding bodies.
- Value 4:      Safety**  
We are committed to ensuring the physical and emotional **Safety** of everyone involved with ALARA QLD Limited.
- Value 5:      Respect**  
We will operate with **Respect**, dignity, confidentiality, accountability, equity and honesty with transparent and open communication
- Value 6:      Excellence**  
We will **Strive** for excellence through learning, innovation, creativity and change.

## ALARA'S Services

ALARA provides a range of services for people with a disability and older Australians, and their carers, including:

### **In-home Support**

ALARA provides a range of services to enable people to be as independent as possible in their own home. This can include personal care support and assistance with cooking and cleaning.

### **In-home Respite**

ALARA provides in-home support to provide appropriate support to the service user while their primary carers (parents, partner/spouse/family members) have a break from their caring role.

### **Community Connection, Access, Participation and Inclusion**

Service Users are provided opportunities to learn/maintain skills, expand their personal networks and to participate in the life of the community.

### **Information and Advocacy**

Service Users and their representatives are involved in the co-design of their support and given information regarding other services and events in the community that they can access to meet their needs. Where appropriate, they are encouraged to access services which can speak and act on their behalf to ensure their needs are addressed.

### **Social, Sporting, Leisure and Recreational Activities**

ALARA's Activities Program includes sporting, mixed social activities, school holiday programs, getaways and supported holidays.

### **Fitness and Wellness Programs**

ALARA's qualified personal trainers are available on a group or individual basis to help individuals achieve their fitness goals. ALARA also runs a range of group activities with a health and wellness focus.

### **Community Hubs**

ALARA has Community Hubs or "Luke's Place Centres" in Ipswich, Esk and Lockyer. Each hub provides access to a diverse range of opportunities designed around the interests and preferences of individuals and the group.

### **Creative Arts Programs**

ALARA offers a range of Arts Program to support practising artists and budding artists to express their creativity, develop new techniques and explore new mediums.

### **Services for Older Australians**

ALARA QLD Limited provides a range of services for older people that are designed to give them the control and flexibility they need to maintain their quality of life and independence.

### **Services for Children and Teenagers**

ALARA provides services designed to support families in their caring role and a comprehensive range of age appropriate supports to assist children and teenagers to develop social and practical skills and increase their independence.

### **Plan Management and Financial Intermediary Services**

ALARA's NDIS Plan Management services give both NDIS and My Aged Care participants the benefits of self-management without the financial, administrative and coordination workload.

### **Support Coordination**

ALARA is registered with the National Disability Insurance Agency (NDIA) to provide Coordination of Supports. The aim is to ensure that NDIS Participants have maximum choice and information about potential providers.

### **Community Awareness**

ALARA strives to educate the community and make them more aware of, and more responsive to, the needs of people with disabilities.

## **Position Specification**

### **1.1 Position purpose:**

- To provide administrative support for the Chief Executive Officer and Board of Directors to ensure the smooth and efficient operation of the executive office environment and to support the communications interface with the public, staff, service participants and carers.

### **1.2 Key Responsibilities:**

- To provide support to the Chief Executive Officer to include but not limited to: diary management (including the perpetual diary), assistance with event coordination, meeting/travel/function arrangements, secretarial duties, phone answering, monitoring and dissemination of the incoming company email/web enquiries, filing, photocopying and minutes.
- To function as the Organisation's Safety Advisor (Qualified) and Chief Fire Warden and chair the Organization's WPHS Committee.
- To assist in the preparation of documents, briefing papers and to prepare statistical reports as required by the organisation.
- Maintenance of key databases and hard copy registers, including the incidents register and internal audit tracking sheet.

- Provision of general office orientation, health and safety briefing and training in office systems for new employees based at the Warwick Rd. office. This will be scheduled as part of their formal Induction and Orientation Program.
- Support the development WPHS policies and programs
- Conduct Risk Assessments, building and vehicle audits
- To assist the Chief Executive Officer and Board in relation to Board operation and governance.
- To provide relief duties in the Administration Office as required.

### **1.3 Supplementary Responsibilities:**

- To proactively contribute to identifying own training and development needs and to maintain up to date knowledge, skills and abilities.
- To participate in mandatory training and ongoing staff development opportunities.
- To work under direction while adhering to ALARA's policies, procedures, guidelines and instructions.
- To contribute effectively to the identification, removal and reduction of workplace hazards and risks to ensure a safe and healthy work environment.
- To contribute effectively to the promotion of equal opportunity and non-discrimination in the workplace.
- To contribute effectively to the achievement of continuous improvement and the organisations vision and key outcome areas.
- To proactively contribute to the safeguarding and promoting the welfare of children, young people and vulnerable adults and older Australians

## **Key Selection Criteria**

### **2.1 Qualifications**

- Certificate IV in Business Administration or equivalent.
- Certificate IV in Occupational Health and Safety or equivalent or willingness to complete a relevant qualification within a six month time frame (costs to be covered by ALARA)
- Formal training in relation to fire safety

## 2.2 Key Selection Criteria

- Office experience in secretarial or office administrative roles in a range of business types.
- Well-developed interpersonal and communication skills, including sound written communication skills.
- Sound computer skills including Microsoft Office applications and demonstrated desktop publishing skills.
- Experience in the human service sector
- Proven experience as a **safety officer**
- Knowledge of WPHS legislation and procedures
- Experience in writing reports and policies for health and safety
- Familiarity with data analysis and reporting statistics
- High level organisational, time management, administrative and task prioritisation skills.
- Capacity to work flexible hours I occasional nights and weekends to support ALARA events.
- Ability to work semi autonomously and prioritise work within established policies, guidelines and procedures.
- Demonstrated high level of confidentiality and ability to exercise discretion.
- Ability to work flexible hours to meet the needs of the business (functions etc.).

## 2.3 Other Requirements

- Current Queensland Drivers Licence.
- Current Positive Notice Blue Card for Child Related Employment and NDIS Worker Clearance Card (or Disability Services Queensland Positive Notice Card/Exempt Card) and a compliant National Police Check (for renewal every three years)
- Commitment to the philosophy and objectives of the Queensland Disability Services Act, the NDIS Act 2013 (and Amendment 2016), the Aged Care Act 1997 (Cth) and associated Service Standards.
- Not be banned or suspended from the provision of services by either the NDIS Quality and Safeguards Commission or Aged Care Quality and Safety Commission.
- Hold a certificate of completion of the NDIS Worker Orientation Module\*

- Must provide proof of Australian Citizenship, be a Permanent Resident or hold a Valid Working Visa
- Ability to comply with relevant Public Health Orders or funding body requirement related to vaccination status.

\* The NDIS Worker Orientation Module 'Quality, Safety and You' is an interactive online course that explains the obligations of workers under the NDIS Code of Conduct – from the perspective of NDIS participants. All registered NDIS providers under the NDIS Commission require that this module be completed to undertake work within Disability Services. Completion of the module will take approximately 90 minutes and is free. You can save, exit and return to the module at any time. Once completed, you will receive a certificate of completion that is to be provided when applying for any Disability services related roles. Training can be accessed at: <https://training.ndiscommission.gov.au/>

## SENIOR ADMINISTRATION OFFICER – CEO SUPPORT APPLICATION FORM

ALARA QLD Limited  
8 Warwick Road Ipswich 4305 | p. 07 3817 0600 | e. alara@alaraqld.org.au

<b>Surname:</b>	<b>First Name:</b>	<b>Other Name/s:</b>
<b>Present Address:</b>		<b>How long at address:</b>
<b>Telephone:</b>	<b>Mobile:</b>	<b>Alternative No:</b>
<b>Email:</b>		

### EDUCATIONAL BACKGROUND

Level	Qualification	Year Completed
Secondary		
Tertiary		
Business or Vocational		

**Professional and / or personal memberships:**

### EMPLOYMENT HISTORY

(List last job first and account for all unemployed time. Continue on another page if required)

Period of Employment	Employer (Name & Full Address of Organisation)	Position Held / Title

<b>REFEREE CONTACT DETAILS</b>			
<i>Can these referees be contacted prior to interview?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No			
(include two (2) former employers and one (1) character reference. Please note referees are not to include relatives)			
Name and Address	Position	Telephone	How long known?

<b>GENERAL QUESTIONS</b>				
Question	No	Yes	Applicable Details	
Do you hold a current Queensland Drivers Licence?	<input type="checkbox"/>	<input type="checkbox"/>	Expiry date:	
Do you speak any other languages, other than English?	<input type="checkbox"/>	<input type="checkbox"/>	Please list languages:	
Do you have a current Blue Card (Working with Children Check)?	<input type="checkbox"/>	<input type="checkbox"/>	Expiry date:	
Do you have an NDIS Worker Clearance Card?	<input type="checkbox"/>	<input type="checkbox"/>	Expiry date:	
Do you have a current First Aid certificate? Please give the expiry date:	<input type="checkbox"/>	<input type="checkbox"/>	Expiry date:	
Do you have a current CPR certificate? Please give the expiry date:	<input type="checkbox"/>	<input type="checkbox"/>	Expiry date:	
Do you have a current National Police Check? <i>(completed within the last 3 months)</i>	<input type="checkbox"/>	<input type="checkbox"/>		
Do you have any pre-existing injury/injuries which may affect your capacity to perform any aspect of the role?	<input type="checkbox"/>	<input type="checkbox"/>	Details of condition:	
Is there a preferred date you would be available to start if successful?	<input type="checkbox"/>	<input type="checkbox"/>	Date preferred:	
Do you hold a Certificate of Completion of the NDIS Worker Orientation? <i>(Required prior to commencement)</i>	<input type="checkbox"/>	<input type="checkbox"/>		
Are you an Australian Citizen/Permanent Resident or hold a valid Working Visa?	<input type="checkbox"/>	<input type="checkbox"/>	Details:	
Are you prepared to comply with any Public Health Orders or funding body requirements in relation to vaccination status?	<input type="checkbox"/>	<input type="checkbox"/>		

<b>AVAILABILITY TO WORK:</b> <i>(please list below the times you are available)</i>	
<b>Monday:</b>	
<b>Tuesday:</b>	
<b>Wednesday:</b>	
<b>Thursday:</b>	
<b>Friday:</b>	
<b>Saturday:</b>	
<b>Sunday:</b>	
<b>Comments:</b>	
<b>Please detail your experience as a Safety Officer/Fire Warden?</b>	
<b>What are your reasons for applying for this particular role?</b>	
<b>If you were a person with a disability or an older person, how would you expect to be treated by an ALARA staff person:</b>	
<b>Signature of Applicant:</b>	<b>Date of Application:</b>