



**ADMINISTRATIVE/CLIENT SERVICES WORKER
NOT FOR PROFIT**

JOB AD

35 hrs pw Monday to Friday

9am to 4.30pm

Pay and Conditions - SCHADS Award Level 3

Pay rate dependant on qualifications and experience

About You:

We are looking for a new team member to join our community-focused small team. You are a motivated and reliable worker capable of undertaking all aspects of office admin and assisting our clients with their enquiries. You will liaise with the staff team to field enquiries and refer clients. You will be proficient in office duties with a thorough working knowledge of office systems and processes.

About the role:

The role provides administration support for the Centre and is the first point of contact for clients and visitors and the main contact and liaison for our community groups, teachers/facilitators and Council.

About the organisation:

Greenacre Area Community Centre (GACC) is a not-for-profit community organisation offering a range of services and programs to the local communities of Greenacre, Chullora, Mt Lewis and the wider Canterbury Bankstown Local Government Area.

GACC's services and programs are ever evolving in response to community needs and the availability of funding, however our focus remains on providing community capacity building programs for the whole community, with a particular focus on children, young people, families, and people who are socially isolated or disadvantaged.

GACC has built strong local networks and collaborates with other agencies to increase community access to services.

Some of the services offered include:

- Supported Playgroup
- School Holiday Activities
- Counselling and case work
- Educational, social and recreational classes/groups
- Community Strengthening Events
- Community Development

- Information and referral
- Drop-in client support
- Work Development Order (WDO) Program
- Food Share
- Volunteering
- Tax Help
- Hall Hire

To be successful in the role you must meet the following criteria:

Essential Criteria:

- Tertiary qualifications in administration or related field
- Proficiency in office duties including office systems and procedures
- Experience or ability to deal with disadvantaged and vulnerable clients and people from a CALD background, as the first point of contact
- Excellent English communication skills, written and verbal
- Strong interpersonal skills and team player
- Ability to work self-directed, plan, organise and prioritise own work
- Ability to be assertive, solve problems and find solutions
- Advanced computer skills (Microsoft Office) and data entry skills with good typing speed
- Ability to comply with WH&S
- Current NSW Driver's Licence and access to a vehicle

Desirable Criteria:

- Previous experience in community services
- Direct client service experience

How to apply?

To apply please submit the following 3 documents to eo@gacc.org.au by the due date:

- 1. A current Resume including your street address, contact number and two work referees, one of which is a direct supervisor**
- 2. A short (half page) cover letter introducing yourself**
- 3. A Statement of Selection Criteria outlining how you meet each point of the above Essential and Desirable Criteria.**

Important! It is essential that you address each of the above points in the Essential and Desirable Criteria in a separate document and attach it to your application.

Applications Closing Date: 9am, Thursday 21 July 2022

For further information, please call the Executive Officer on 9750 7982

We are an EEO employer.

It is an offence under the NSW Child Protection (Prohibited Employment) Act 1998 for a person convicted of a serious sex offence to apply for this position.

Working with Children and Criminal record checks apply.

We are a smoke free environment