



Position Description

Position Title	Child and Family Services Administration Assistant
Directorate	Child and Family Services
Reports to	Mallee Child and Family Services Alliance Facilitator
Date of Job Description	Click here to enter a date.
Conditions	Conditions of employment are documented in the Mallee family Care Enterprise Agreement 2012
Employment Status	Part- Time or Full-Time Ongoing Subject to Funding
Salary	This position is classified as Band 2 – Admin Officer, with a salary range of \$62,783 - \$83,970, dependent on qualifications and experience, plus superannuation and the ability to salary package up to \$15,834 tax free, pro-rata
Hours of Work	This is a part time or full time position. Work outside normal office hours may be required.

Position Objectives

The C&FS Administration Assistant will support the MCFS Alliance Facilitator as part of a broader integrated service system, which contributes to the wellbeing, safety and best interests of vulnerable children and families in our community.

The role is responsible for supporting administrative areas of the Alliance, including but not limited to: Maintaining the consolidated Data report/ organising meeting agendas & minutes for Alliance and any other administrative duties as assigned by CFS Management.

Additionally, the position will provide administrative support to all levels of the MCFS Alliance, primarily:

- Executive management (Strategic Development Group).
- Operational management (Direct Service Delivery Group).

The C&FS Administration Assistant will work with Alliance Facilitator in facilitating and fostering:

- Effective communication channels with and between Alliance member agencies.
- Effective coordination of data collection at the local/catchment level.

The role will additionally provide administration support to Leadership staff of C&FS MFC Family Services in all aspects of the operational activities including but not limited to:

- Supports C&FS Leadership directly for all relevant needs, including daily administration, calendar management, travel schedules, project coordination, delivering presentations, answering calls, etc.
- Provides administrative support.
- Conserves C&FS Leadership’s time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analysing information; and initiating telecommunications as required.
- Coordinates projects by capturing timelines and strategies and delivering progress updates.
- Prepares meeting rooms for appointments, coordinates schedules, and greet stakeholders prior to meetings.

Key Responsibilities & Duties	Performance Expectations
<p>Provide Administrative support to MCFS Facilitator and C&FS Management as directed.</p>	<p>Provide day to day support to the Alliance facilitator.</p> <p>Responsible for maintenance and updating of the Consolidated IFS and C&F services data report.</p> <p>Ensure all administrative reporting requirements of the program are completed and submitted to the relevant organisations within the appropriate timeframe.</p> <p>Prepare and circulate Meeting Agenda’s and Meeting minutes for Alliance Groups.</p> <p>Prepare and circulate meeting Agendas for all nominated Child and Family Services meetings.</p> <p>Respond to Management requests for administrative Support.</p>
<p>Data Review and Coordination.</p>	<p>Assist the MCFS Alliance Facilitator in:</p> <ul style="list-style-type: none"> • Managing systems and processes including the collection, recording, and reporting of accurate and fulsome data to assist with evidence-based performance tracking, review and improvement strategies. • The collection, collation, monitoring and reporting quantitative data relevant to the MCFS Alliance and IFS. • Information sharing.

Strategic and Action Planning.	Support the Alliance Facilitator in monitoring and review of the Strategic Plan, Annual Action Plan, and other relevant plans. Work with the Alliance membership to facilitate and strengthen: <ul style="list-style-type: none"> • Timely provision of accurate data.
Network Facilitation.	Assist the Facilitator in building and maintaining cooperative and integrated linkages and partnerships. Work closely with key referrer networks, including the Orange Door, police, schools, and health professionals to maintain data integrity. Provide data reports to the Alliance as required.
To participate in supervision.	As per Mallee Family Care Supervision Policy.
To be compliant with MFC E Learning courses.	Completing compulsory allocated courses each quarter.
To undertake other duties as may reasonably be required.	Undertaking other duties required by your Line Manager.

Qualifications and Experience:

- A qualification in Business Administration or equivalent qualification with relevant work experience.
- Demonstrated experience in working in a similar role or project role.
- A current driver's licence and a willingness to travel and preparedness to be accommodated overnight when required.

Key Selection Criteria:

Applicants are invited to submit their applications addressing the following selection criteria:

Essential

1. Comprehensive understanding of the Child and Family Services sector, relevant legislations and policy frameworks and its interface with other sectors.
2. Knowledge of relevant legislation and ability to ensure compliance in work practices.
3. Proficient in the use of MS Office, databases, and knowledge of a range of IT programs.

Desirable

1. Contributes to the development of data processes and systems to improve quality of service.

Organisation Structure and Values

Mallee Family Care is a Company Limited by guarantee with a community based Board of Management. It was established in 1979 and is a large and diverse community service organisation, providing a wide range of services to the communities of North West Victoria and South West New South Wales.

Day-to-day management for the agency is the responsibility of the Chief Executive Officer, Director Corporate Services, Executive General Manager Community and Wellbeing, Executive General Manager Education, Training and Research and Executive General Manager Child and Family Services.

This structure has been designed to ensure a clear focus on the delivery of services and to utilise the skills and experience of staff in the most efficient and effective manner.

Our Vision

Empowering the vulnerable and disadvantaged in our communities.

By this we mean we want:

- Communities where vulnerable children will be protected.
- Communities where disadvantaged families and individuals will be supported.
- Communities that are committed to supporting those in need.

Our Mission

To enrich lives and to increase opportunities (for those in need) through:

- Services;
- Education
- Research; and
- Advocacy

Our Approach

Our approach to achieving this strategic intent will demonstrate that:

- We are focused on the resolution of issues and will be flexible and adaptive in our approach.
- We understand our communities, we are informed by practice and our focus is on outcomes that matter.
- We work in partnership with stakeholders.
- We consult broadly and engage with our communities.

Other Information:

At Mallee Family Care we are deeply committed to the people with whom we work. We therefore go to great lengths to ensure that the positions we make available are filled by the most appropriate applicants. To assist with this we undertake a number of selection processes beyond initial interviews.

Appointment to the position will be subject to the satisfactory completion of the following:

- Psychological Personality Assessment – California Personality Index (CPI)
- Medical Disclosure
- Six month probationary period
- Referee Checks (two nominated referees including your supervisor if you are currently working)
- Photocopy of Driver's Licence.
- Police Check
- Working with Children Check
- Safety Screening Statutory Declaration

Benefits of working at Mallee Family Care

- Discounted membership of your nominated gym/health club.
- Direct salary deduction
- Partially paid study leave and practical assistance available for approved courses after 6 months of employment
- Confidential, responsive counselling available for time when personal and work related issues may affect your ability to perform at work (Employee Assistance Program – EAP)
- Flexible working arrangement options (where appropriate)
- Up to date and ergonomic furniture
- A happy and family friendly work environment