

Mental Health Foundation (ACT)

Position Description

Position Title	Administration Support
Reports to	Operations Manager
Roles Reporting to the role	Nil
Key Relationships	Lifestyle Support Workers; Business Development Manager; Corporate Services Manager; External Stakeholders
Location	Chifley
Terms	Permanent Part Time - 20 hours per week Monday to Thursday 9am to 2.30pm (30min break)

Objectives of this Position

This role will provide administrative support to the operational team. They will be the initial point of contact for MHF and will provide a warm, but professional face for the organisation.

Qualifications and Skills

Non-Negotiable Qualifications and Skills

- Excellent written and verbal communication

Nice to have Qualifications and Skills

- Certificate III in Business
- Experience working with and developing staff rosters

Experience

Non-Negotiable Experience

- Nil

Nice to have Experience

- Experience in a similar office administration position
- Experience building rosters

Main Responsibilities

- Provide the public face of MHF by performing reception duties including:
 - Answering telephones and handling initial queries
 - Responding to organisational emails and messages as required
 - Directing enquiries to the appropriate person

- Supporting the DAP, Accommodation and Community Access Manager to build and distribute staff rosters
- Supporting the DAP, Accommodation and Community Access Manager to review and action staff activities on the Client Management System and flagging any unusual events
- Supporting the Corporate Services Manager to assist with property related administration tasks
- Other administrative duties as required from time to time

Conditions

- All employees of MHF, whether paid or unpaid are required to abide by MHF's Code of Conduct
- All employees of MHF, whether paid or unpaid are required to hold a current ACT Working with Vulnerable People Card with a NDIS Worker Screening check

Acknowledgement

I, <Name> acknowledge that I have read and understand the contents of this Position Description and:

- Confirm I have the relevant qualifications, skills and experience set out as non-negotiables
- Confirm I have read the MHF Code of Conduct and agree to abide with its content

Name

Signature

Date