



IDRS Newcastle Office – Part time Administration Assistant Position

Part-time position 8 hours per week worked over 2 days

Fixed term contract till 21 June 2019

Applications close 5pm Tuesday 23 January 2018

Thank you for your interest in the position of Administration Assistant with the Intellectual Disability Rights Service (IDRS).

Following are documents to assist you to apply for this position. The position is at the Newcastle office of Intellectual Disability Rights Service assisting the Justice Support Team.

- Selection Criteria – which must be addressed in your application
- Position description
- Background to Intellectual Disability Rights Service
- Information on the Justice Support service

For more information about IDRS see our Annual Report on our website, www.idrs.org.au

Your application must include

- a resume and
- a statement addressing how you meet the selection criteria
- names of 2 referees
- your contact details

Applications Close: 5pm on Tuesday 23 January 2018

Email application info@idrs.org.au please include the words **Admin Assistant** in the subject line of your email. Email applications will be acknowledged within 1 working day of receipt

Enquiries: Kelly Watson 9318 0144 or Mary Davison 4926 5643 to discuss the position or any questions.

Aboriginal and Torres Strait Islander people are encouraged to apply



Intellectual Disability Rights Service (IDRS)

Part-time Administration Assistant Newcastle

IDRS is a community legal centre and disability advocacy service working to promote the rights of people with intellectual disability. Our goal is to 'Make Rights Real' for people with intellectual disability in NSW. This position is with our Justice Support service in Newcastle which provides support persons at court and police station for people with intellectual disability who are victim's or defendants in criminal matters.

We are looking for someone with experience in administrative/reception work and an interest in social justice for disadvantaged persons. The role of the Administrative Assistant includes telephone and front desk reception, data entry, filing, correspondence, updating records and diaries, mail, ordering and maintaining office supplies.

This is a part time fixed contract position till June 2019.

Position Selection Criteria -

Essential experience and skills

You must explain how you meet these criteria in your application

- Strong interpersonal and communication skills
- Experience working in a similar administrative position
- Highly developed computer skills including word processing, spreadsheets and on-line applications
- Demonstrated experience with using data bases including data entry and producing reports with accuracy and attention to detail
On the job training will be provided in use of the CLASS community legal centre database
- Demonstrated time management and organisational skills

Desirable experience and skills

- Experience working in the community sector

Salary & Conditions

Starting salary is \$353.78 (gross) per fortnight for 16 hours + Superannuation + Annual Leave Loading. Salary packaging is available and adds to the value of remuneration.

Closing Date 5pm Tuesday 23 January 2018



JUSTICE SUPPORT ADMINISTRATION ASSISTANT POSITION DESCRIPTION

Title	Administration Assistant		
Role Purpose	To provide administrative support to IDRS office operations in Newcastle		
Reports To	Regional Coordinator Justice Support		
Hours	8 hours per week worked over 2 days		
Internal Relationships	<ul style="list-style-type: none"> • Staff • Volunteers • IDRS Board 	External Relationships	<ul style="list-style-type: none"> • Clients/Service Users • Government services and/or Government Departments • Community Based Organisations • External Network Contacts

Key Result Areas	<ol style="list-style-type: none"> 1. General administrative tasks 2. Computer related 3. Client related 4. Volunteer related 5. Training 6. Service promotion
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Key Result Areas	Key Tasks
General admin tasks	<p>Answer phone and respond to telephone enquiries</p> <p>Respond to requests for information</p> <p>Update and maintain online diary including staff whereabouts and client supports.</p> <p>Manage incoming mail and outgoing mail.</p> <p>Filing and file record management as required</p> <p>Photocopying as required</p> <p>Maintain office supplies</p> <p>Document disposal as required</p> <p>Faxing and emailing documents when required</p> <p>Maintain petty cash records</p> <p>Assisting with additional tasks / projects will be requested as and when required</p>
Computer	Data entry and maintaining client records on the CLASS database
Client related	Preparing files, including closure letters, for closure by coordinator
Volunteer related	<p>Maintaining database to ensure all volunteer details & availability is up to date. including making sure all checks are current eg WWCC and criminal history checks</p> <p>Liaise with volunteers as requested by regional coordinator</p> <p>Maintain volunteer resources</p>
Training	<p>Preparing training resources for volunteer training</p> <p>Make arrangements for training days, sending out information, confirming attendance, catering.</p>
Service promotion	Attend and support IDRS presentation at EXPO's and Information days as required



About Justice Support

Justice Support is a service of the Intellectual Disability Rights Service Inc (IDRS) and provides volunteer support persons for people with intellectual disability who are in contact with the criminal justice system. We help people with intellectual disability who are defendants, witnesses or victims.

A person with intellectual disability who has been arrested has the legal right to have a support person present at the police station. Unfortunately, this right is not always upheld. Justice Support provides a support person and links the person to free legal advice between 9.00AM and 10.00 PM, seven days a week.

To get support for someone at a police station after hours, call 1300 665 908

We assist people by attending the police station where they have been arrested and help them to understand and exercise their legal rights, stay calm and get them legal advice from a lawyer specially trained in communicating with people with intellectual disability. If we cannot attend in person, we provide help over the phone.

We can help victims of crime to report offences to police.

We provide court support to enable the client to understand what is happening and make informed decisions. Trained support persons are available in:

- Sydney metro area
- Illawarra/ Shoalhaven, Southern Highlands and Goulburn
- Central Coast
- Hunter region
- NSW mid-north coast (Port Macquarie , Coffs Harbour)
- Central West (Bathurst, Orange, Mudgee, Dubbo)
- Riverina (Wagga Wagga)

Our Outreach Co-ordinator, based in our Sydney office, can give assistance by telephone and can often arrange for a support person in other regional areas of NSW.

A support person can also help a person with intellectual disability at other venues where they are in contact with the criminal justice system, including Juvenile Justice conferences, mediation, appointments with Community Corrections and Mental Health Review Tribunal Hearings.

What we do and how we support clients

A trained support person is allocated to the client and can:

- Help the client to understand what is being said and assist them in communicating with other parties
- Assist the client in understanding their rights and advocating for those rights to be upheld
- Help the client’s solicitor to communicate with the person in plain language to ensure they understand what is happening and what their choices are
- Encourage and assist the person to appropriately contribute to proceedings
- Provide emotional support to clients during and after proceedings
- Ensure the client understands outcomes and conditions (for example, bail or AVO conditions) they must comply with to avoid further trouble
- Help the client to complete any necessary paperwork

Justice Support contact details

<p>Sydney (Head Office) PO Box 3347 Redfern NSW 2016</p> <p>Tel (02) 9318 0144 Fax (02) 9318 2887</p> <p>Sydney Coordinators: Jillian McCarthy and Andrew Harrisson Jillian@idrs.org.au Andrew@idrs.org.au</p>	<p>Illawarra/Shoalhaven PO Box 5460 Wollongong NSW 2500</p> <p>Tel (02) 4228 4040 Fax (02) 4228 4640</p> <p>Illawarra/Shoalhaven Coordinator: Corinna Nolan Corinna@idrs.org.au</p>	<p>Hunter Suite 4B, 1st Floor, Hunter Unions Building, 406 - 408 King Street, Newcastle, NSW 2300</p> <p>Tel (02) 4926 5643 Fax (02) 4927 8147</p> <p>Hunter Coordinator: Mary Davison Mary@idrs.org.au</p>	<p>Outreach c/o Sydney office PO Box 3347 Redfern NSW 2016</p> <p>Tel (02) 9318 0144 Free Call- 1800 666 611 Fax (02) 9318 2887</p> <p>Outreach Officer: Jacqui Gunst Jacqui@idrs.org.au</p>
<p>To obtain a support person and legal advice for a person with intellectual disability who has been arrested, call</p> <p style="text-align: center;">1300 665 908 (9AM – 10PM, 7 days a week.)</p>			