	<b>CHSP Administration Officer</b>		Area	Human Resources	
			Last Approved		
			Position Number		
			Authorisation By		CEO
			Next Review Date		
<b>JOB AND PERSON SPECIFICATION</b>					

Pika Wiya Health Service Aboriginal Corporation is an Aboriginal Community Controlled Health Organisation which provides culturally appropriate, comprehensive Primary Health Care Services, Social support and training opportunities to all Aboriginal and Torres Strait Islander people in Port Augusta and the surrounding catchment area, with clinics located at Dartmouth Street, Port Augusta, Davenport, Copley and Nepabunna.

**Title of Position:** CHSP Administration Officer

**Classification:** CHSP 2

**Type of Appointment:** Fixed Term

### Job and Person Specification Approval

..... /...../.....  
**CEO** **Date**

#### JOB SPECIFICATION

**1. Summary of the broad purpose of the position in relation to the organisation's goals:**


Provision of Administrative Services to the CHSP program and staff.

**2. Reporting/Working Relationships (to whom the person reports, staff for whom the person is responsible and other significant connections and working relationships within the organisation):**

The CHSP Administrative Officer reports directly to the CHSP Team Leader and is accountable to the Chief Executive Officer.

**3. Special Conditions:**

- The position is located in Port Augusta;
- All employees, visiting specialists and contract workers are expected to complete Cultural Safety Training and practice within the PWHSAC Cultural Responsiveness Framework;


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<h3>JOB AND PERSON SPECIFICATION</h3>				

- All appointments are subject to a satisfactory National Police/Criminal Record Check and any other relevant background checks determined by area of work, obtained through the Screening Unit, Department for Communities and Social Inclusion (DCSI). All checks to be renewed every 3 years thereafter from date of issue prior to the due date to enable continuity of employment;
- All employees are required to participate in the organisation's Professional/ Performance Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to Pika Wiya Health Service Aboriginal Corporation values and strategic directions and the Code of Conduct;
- All employees are required to participate in random drug testing strategies that may apply according to the Alcohol and other Drugs in the Workplace Policy;
- All employees are required to actively participate in Continuous Quality Improvement activities including Plan, Do, Study, Act (PDSA) cycles in line with organisation goals and strategies and in compliance with funding agreements;
- All employees must be aware of, and abide by, the requirements of the Work Health and Safety Act 2012, taking reasonable care of their own safety and the safety of others in the workplace;
- Contribute to the maintenance of a healthy, safe and equitable working environment by maintaining knowledge of and adhering to the principles and standards of Equal Employment Opportunity legislation that ensures all employees in the workplace are treated in a fair and equitable manner, free from discrimination, bullying and harassment;
- Understand, comply and adhere to PWHSAC policies, guidelines, procedures and the organisations code of conduct;
- Current SA Drivers Licence with no restrictions;
- Conditions of employment are in accordance with PWHSAC Enterprise Bargaining Agreement 2016.
- Working within a Primary Health Care setting demands all employees are fully vaccinated relevant to their position including COVID 19.

#### 4. Statement of Key Outcomes and Activities:

#### Monthly Duties:

- First Monday of every Month, prepare Meeting minutes for monthly staff meeting.
- Print off 10 copies of last meeting minutes before 09:30 located [P:\CHSP\MEETING MINUTES](#)
- Complete Meeting Minutes located [P:\CHSP\MEETING MINUTES](#)
- Formalize minutes of meeting and send to Manager for review and dissemination.
- Stock take/stationary Order last week of each month and advise Manager of required stock.


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### **Weekly Duties:**

- **Fridays**, print copies of Verification Form and Application for Leave form located: <P:\CHSP\RESOURCES>
- Check ALL forms in filing cabinet and print more forms (each form has location to print from at footer).
- Print more Home Maintenance forms, add to gardening folder and to filing cabinet.
- Check Assessment Packs, Meals Pack and Domestic Assistance Packs put more packs together (refer to working instructions).
- Ensure enough pamphlets etc. to make up admission packs and order them if needed.
- When new forms made or updated, ensure all old forms are destroyed and replaced.
- Prepare documents and packs for intake process.

### **Daily Duties:**

- Clock in.
- Managing the calendar ( check for conflicts, missed appts, discharged Consumers etc.)
- Check weekly calendar to ensure no changes required, reschedule appointments if required.
- Add new “once of” appointments as they arise.
- Answer calls and direct to appropriate staff member if applicable.
- Check the “IN” tray for:
  - # Home Maintenance Forms to be scanned and uploaded to Eziplan/Consumer file and hardcopy filed in the Gardening Folder (refer to working instructions)” ;
  - #Discharged Consumers;
  - # Projects to be followed up with Manager;
- Check the “uploading and scanning tray” for new Consumers files to be completed and filed in order etc.
- Manage new admissions as per intake checklist.
- Provide support for staff to manage EZIPLAN.
- Training certificates to be scanned and sent to Training Officer, hard copy to be put in personal CHSP file.
- Maintain archiving as per state regulation.

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<b>JOB AND PERSON SPECIFICATION</b>					

I have read and understand the Terms and Conditions of the above Job & Person Specification, and in accepting the position, agree to the requirements therein.  
I further acknowledge a review of this Job & Person Specification will be undertaken annually.


.....  
(Employee Signature)

.....  
(Witness Signature)

.....  
(Witness Name)

...../...../..... (Date)

**Pika Wiya Health Service Aboriginal Corporation**

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<b>JOB AND PERSON SPECIFICATION</b>					

## PERSON SPECIFICATION

### Essential Minimum Requirements:

#### Education/Qualifications:

Year 11 education

Computer Literacy including proficient in Microsoft and other data base systems.

#### Experience:

Customer Service;

Reception, telephone and word processing.

#### Knowledge:

Effective and efficient methods of communication with Aboriginal peoples from different cultural backgrounds and language groups.

#### Personal Skills/Abilities:

Ability to work with Aboriginal and Non-Aboriginal peoples.

Ability to type accurately using word processing systems, including knowledge of various office computer programs.

Proven ability to maintain confidentiality at all times.

Ability to use own initiative and make decisions.

Capacity to think from a broad perspective.