

## POSITION DESCRIPTION

<b>Title:</b>	<b>Thread Together Admin Assistant</b>
<b>Hours:</b>	20 hours per fortnight 10am – 3pm Monday and Wednesdays
<b>Award:</b>	Social, Community, Home Care and Disability Services Industry Award
<b>Classification:</b>	Level 1 - pay point 1

### Position Objective:

The role of the Thread Together Admin Assistant is to be the first point of contact for anyone attending Thread Together Clothing Hub in Koorinal. The role also provides essential administrative support to the program and assists the Volunteers in preparing the van for outreach services.

### Role Description:

The Thread Together Admin Assistant will provide prompt and courteous service to all Community members seeking support from Thread Together and will be responsible for a variety of administrative tasks that ensure smooth operation of the program.

### Primary Responsibilities:

- Front of house duties such as greeting visitors/clients to the Thread Together Hub
- Supervising and supporting clients to find clothing that meet their needs
- Assisting with clothing orders
- Assist with sorting out new orders and putting them out on display
- Pack individual clothing requests ready for the volunteers to distribute during outreach
- Maintain the Thread Together Hub spaces and common areas
- Handle sensitive information in a confidential manner.

***Values, Sanctuary and Culturally Inclusive Practice***

- Demonstrate Anglicare’s values of compassion, inclusiveness, dignity and integrity.
- Demonstrate and commit to supporting Aboriginal and CALD individuals and communities experiencing significant disadvantages.
- Commit to training in the trauma-informed Sanctuary Model and implementing this model of care in day-to-day work with community members.
- Work in alignment with the Sanctuary Model Pillars, Anglicare’s Values, and Anglicare’s Code of Conduct.

**Qualifications:** No qualifications or experience is necessary as on the job training will be provided.

**Key skills and experience:**

- Excellent communication and relationship-building skills.
- Basic computer skills

**Key knowledge areas:**

- Understanding a customer service environment

**Other Requirements**

- A current Working with Children Check.

**Reports to:** Thread Together Facilitator