



FLEXI CARE INC.
P O BOX 2340 MANSFIELD DC QLD 4122

"Quality Flexible Care Supporting Lifestyle Choices"

POSITION DESCRIPTION

POSITION TITLE: OFFICE & ADMINISTRATION ASSISTANT
VOLUNTEER PROGRAM

LOCATION: FLEXI CARE INC.
1/16 Dividend Street
Mansfield Qld 4122

CLASSIFICATION: VOLUNTEER

ROLE:

To provide support with clerical and administrative tasks to the staff in the office of Flexi Care Inc.

SPECIFIC DUTIES:

Duties will vary from time to time, however they may include:

1. Filing
2. Data Entry
3. Photocopying
4. Collating information, documents, manuals
5. Sorting resources, library
6. Storeroom
7. Generally assisting staff members as directed
8. To work within the philosophy, mission and values of Flexi Care Inc. and to comply with the principles, policies and procedures, specifically in relation to the Code of Conduct and Duty of Care for employees and volunteers of Flexi Care Inc.
9. Volunteers are accountable to the Volunteer Coordinator and responsible to the Manager.

QUALIFICATIONS & EXPERIENCE:

- No particular qualifications are required. Any qualifications and prior learning may be considered in the allocation of duties, if mutually agreed by the volunteer and the Volunteer Coordinator.
- No previous experience is required. Life experience will be taken into consideration in the allocation of duties, if mutually agreed by the volunteer and the Volunteer Coordinator.

SKILLS, ABILITIES & ATTRIBUTES:

- Well developed interpersonal skills especially in conversation and listening
- Written and oral communication skills
- Ability to work independently with minimal supervision
- Reliability
- Flexibility
- Friendly and caring personality
- Ability to maintain confidentiality

SPECIAL & MANDATORY REQUIREMENTS:

- To complete mandatory orientation and training activities at the required level of competency and attend annual updates of mandatory training;
- To adhere to Health & Safety regulations;
- To participate in supervision and performance reviews annually or as required;
- Involvement in ongoing training;
- To provide a regular activity report;
- A National Police check is mandatory.

Please note:

**** Flexi Care Inc does provide insurance cover for Personal Accident whilst on duty and for Public Liability.**

****Flexi Care Inc DOES NOT insure private vehicles and therefore does not cover damage to your vehicle or to other property damaged by you in a motor vehicle accident. It is recommended that the volunteer advises their own insurance company of their intention to provide transport on a voluntary basis.**

**** Flexi Care Inc does provide insurance cover for Personal Accident whilst on duty and for Public Liability.**