



Administration Assistant – Health and Wellbeing Glebe NSW

Employment type: Casual, 15 hours per week
Location: Glebe NSW

The Sisters of the Good Samaritan are seeking to employ an experienced Administration Assistant to support the Care Coordinator NSW in a newly created role (15 hours p/w).

About the Organisation

When Archbishop John Bede Polding founded the Sisters of the Good Samaritan in 1857, he chose this name because he firmly believed that their work was about being neighbour to the poor and destitute women and children of Sydney. For over 160 years the Sisters of the Good Samaritan have been inspired by a simple yet powerful story, the Parable of the Good Samaritan (Luke 10:25-37.) They take as a living instruction Jesus' command to go and 'be neighbour' to those most in need.

Our neighbour might be an impoverished child from a squatter village in the Philippines, a prisoner in Melbourne, a child at school, a refugee family, a single Mum at risk of homelessness or a woman escaping a home afflicted by family violence. The Sisters reach out to help wherever they can.

The Sisters of the Good Samaritan draw further inspiration from the Rule of Benedict, a spiritual treasure dating from the sixth century. Though originally written for a group of monks, the Rule contains lessons for all contemporary people; lessons about mercy and humility, about hospitality, caring and welcome. The Rule is intended for those who seek peace. It speaks about acceptance, compassion and commitment to prayer and work.

Primary Purpose of the Role

The Administration Assistant will undertake a full range of administrative functions to provide support for the Care Coordinator in NSW.

Key Responsibilities

- Raising invoices for services / equipment
- Payments for services provided through Sisters aged care package
- Uploading documents and statements for Sisters records
- Support with rosters
- Reconciliation of end of month statements for Sisters aged care packages
- Placing approved orders and arranging delivery for products and services for Sisters with aged care packages
- Booking approved services (ie: carpet cleaning, curtain cleaning) for Sisters with aged care packages
- Assisting to source relevant service providers for the Sisters when the need arises

Key Relationships

- Reports to the Care Coordinator NSW

Essential Requirements

- Minimum of 2 years experience in a similar administrative role
- Advanced skills in O365 and associated software
- Experience in raising invoices and reconciliation of accounts
- Ability to manage a diverse workload
- Experience in record keeping – digital and paper
- Time management, planning and organisational skills with the ability to prioritise and meet deadlines
- Appreciation of and commitment to supporting the life and mission, spirituality of the Sisters of the Good Samaritan

Desirable Requirements

- Experience in the administration of Aged Care Packages
- Experience working for the Catholic Church or Catholic Entity

Attributes

- Professional manner and presentation
- High level written and verbal communication skills
- Excellent people skills and the ability to work as part of a team
- Demonstrated initiative
- Excellent organizational and time management skills
- The ability to prioritise
- Attention to detail
- Anticipate needs and uses initiative

Other Conditions

Flexible working may be available

Safety of Children and Adults at Risk

The Sisters of the Good Samaritan are committed to creating safe environments for the care and protection of children and adults at risk. The successful applicant will be required to undertake a National Criminal History Check before being accepted for the position.

The Sisters of the Good Samaritan have a COVID-19 vaccination policy which requires all staff to be fully vaccinated (including required boosters) against COVID-19.

Application

If you are interested in applying for this position please submit an application of no more than 3 pages including a cover letter addressing the essential criteria and a resume detailing relevant qualifications and experience and submit it to: hr@goodsams.org.au.

Applications close 17 June, 2022