



POSITION DESCRIPTION

Position Title	Volunteer - Administration
Facility	Carrington Care Ltd
Reports to	Volunteer Co-ordinator
Direct Reports	Nil
Hours of Duty	As negotiated
Status	Voluntary
Date Reviewed	June 2010

OUR VISION

Recognised as the leading provider of aged and disability services in the community we serve.

OUR MISSION

Carrington realises its Vision by delivering excellence of service at all levels to enrich the lives of the aged and disabled through:

- Community involvement and partnerships.
- Open and transparent communication.
- Quality care to promote industry best practice by innovation and continuous improvement.
- Employing qualified and dedicated staff who recognize and are committed to the value of teamwork.
- Ongoing focused education, development and research.
- Facilities and equipment to meet the needs of an ever changing community.
- Prudent financial management.

OUR VALUES

Mutual Respect and Trust

We work together in ways which promote dignity, respect, understanding and integrity. We communicate openly, treating residents, clients, their families and each other fairly and equitably.

Quality Care

We strive to provide outstanding care for our residents and clients in a compassionate, safe and welcoming living environment, respecting their rights and privacy.

Service Excellence

We take pride in our work and are dedicated to making a difference to the quality of life of our residents and clients. Our service delivery is continuously improving as we actively participate in learning and educational opportunities.

Teamwork

We value and recognise the different contributions and efforts of our team and seek to involve and work with each other in a professional and co-operative manner.

Stewardship

We understand and accept our responsibility to ensure the integrity of all our systems and practices whilst managing the business in a prudent, viable, sustainable manner, preserving the natural, historic and corporate assets.

ROLE DESCRIPTION

Responsibilities:

1. To assist with general administration tasks within the facilities at Carrington.
 - This may include:
 - Filing
 - Sorting mail
 - Addressing envelopes/sending mail
 - Shredding
 - Typing
2. Maintain confidentiality at all times.
3. To attend orientation/training as required.
4. Follow all OH&S policies and procedures, EEO and Anti Discrimination in the Workplace and participate in Risk Management activities as required.

Skills:

- Experience in administration role
- Good communication skills
- Ability to maintain confidentiality
- Attention to detail