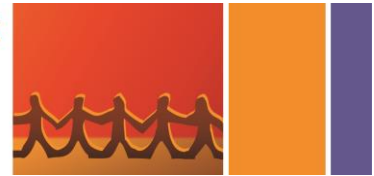


## Permanent Care and Adoptive Families

Trading name for Post Placement Support Service (Vic) Inc  
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**Permanent  
Care and  
Adoptive  
Families**



### Permanent Care and Adoptive Families Volunteer Position Description

<b>Position title</b>	Permanent Care and Adoptive Families (PCA Families) <b>Administration Support Volunteer</b>
<b>EFT/Hours</b>	2 – 8 hours per fortnight.
<b>Team/program area/location</b>	PCA Families Administration Team
<b>Reports to</b>	General Manager

#### Permanent Care and Adoptive Families (PCA Families)

The Permanent Care and Adoptive Families is a not-for-profit early intervention support and training service which serves individuals, families and groups who have a personal or professional connection with permanent care and adoption.

The Permanent Care and Adoptive Families is an incorporated association governed by an elected Board, comprising members with relevant personal and professional expertise.

PCA Families is an independent organisation with no religious affiliations. Services are impartial and non-discriminatory.

**All services are delivered on the basis of confidentiality, respect and trust. This is especially important for programs which incorporate a strong peer-based element and where participants, and volunteers, may have pre-existing relationships with each other.**

#### Position Summary

The Administration Support Volunteer is accountable to the PCA Families Manager. The aim of this position is to provide administrative support to PCA Families.

Working with the Administration Officer, in consultation with the General Manager, the role of the Administration Support volunteer is to:

- Carry out delegated tasks in relation to the administrative functions of PCA Families' activities; such as photocopying for training programs, word-processing tasks, preparation for major events, and purchasing stationary orders.
- Provide administrative support as directed, such as assisting with mail outs, collating

promotional packs, and setting up filing systems.

- Research and collate demographic or community services information relating to local and regional communities, for the purpose of improving service delivery by PCA Families.
- Other duties as may arise from one-off or special events.

#### Role Skills and Attributes

1. Good oral and written communication skills, with experience in undertaking independent research.
2. Accuracy, diligence and attention-to-detail with an ability to work (autonomously) under the direction of others within the team
3. Competent ICT skills, including in the use of spreadsheets, databases and websites
4. A positive, 'can do' attitude and an ability to use a problem-solving approach in response to daily work challenges
5. Sound organisational skills, with an ability to complete required tasks within specified timeframes and acquit nominated responsibility.
6. A commitment to the mission and goals of PCA Families.

#### Additional information

**Occupational Health and Safety (OH&S):** Volunteers are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced in the workplace to improve OH&S.

**Pre-existing injury:** The person appointed to this position will be required to disclose any pre-existing injuries or disease that might be affected by volunteering in this position. This will assist PCA Families in providing a safe work environment.

**Cultural competency:** PCA Families is striving to become a culturally competent organisation.

**Volunteering** is subject to a current Working with Children Check (card) a National Police Records Check, and any other procedures designed to ensure a child-safe environment that PCA Families may deem appropriate from time to time.

**Volunteers must comply with the following:**

- PCA Families Strategic Plan and Annual Work Plan
- PCA Families Policies and Procedures
- Children, Youth and Families Act 2005 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)
- Working with Children Act 2005 (Vic)
- Information Privacy Act 2000 (Vic).