



Position Title: Administration Officer
Employment Type: 6 Months part time (with potential extension)
Hours of Work: 25 hours per week (over Monday to Friday)
Location: City West Lotteries House, 2 Delhi St, West Perth

About Developmental Disability WA

Developmental Disability WA (DDWA) was established in 1985 and is a trusted source of independent information, advocacy, education and support for people with intellectual and other developmental disability, their families and the people who support them.

Our Vision – People with developmental disabilities and their families have the same opportunities as the rest of the community.

Role and Responsibilities

Financial Administration:

- Processing of NDIS claims and payments – invoicing, reconciliations
- Assist the Support Coordination Team

Reception and General Office Administration:

- Answer incoming phone calls and re-direct as appropriate
- Receive and assist visitors to the office
- Monitor incoming general emails and re-direct as appropriate
- Order and maintain office and stationery supplies
- Undertake internal meeting room bookings and associated set-up
- Work with a web-based Microsoft membership data base, assist in the management of all aspects of new and existing membership records.

Relationships and Authority

Reports to: Administration Manager

External: Members, NDIA and the wider community

Organisational Accountabilities

As an Administration Officer you agree to:

- Abide by all DDWA procedures and policies.
- Actively ensure the health, safety and wellbeing of yourself and others at work in accordance with your delegated authority.
- Understand and abide by the DDWA Code of Conduct and Ethics.
- Maintain a professional level of behaviour and conduct in the workplace.
- Be responsible for engaging in discussion about and helping to create and sustain a culture of continuous quality improvement.
- Actively promote a 'no wrong door' approach.
- Commit to the detection and prevention of fraud.
- Identify possible organisational risks and adhere to the Risk Management Framework.
- Work to support and promote the vision, purpose and values of DDWA.

Selection Criteria

To be successful in this role, you will:

- Be proficient with MYOB, Office 365 and Excel in particular.
- Understanding the NDIS, and experience in invoicing and payments.
- Have experience in NDIS invoicing and claiming – familiar with PRODA and PACE.
- Be able to work independently and as part of a team.
- Have excellent time management skills.
- Have excellent interpersonal skills ie. patient, willingness to listen and display empathy.
- Provide support with a high level of customer service.
- Value diversity and be respectful of all others.
- Be committed to professional and ethical conduct.

Qualifications and Education Requirements

- Completion Year 12

“DDWA supports Affirmative Action. If two candidates present with suitability to a role, and one of those people has a lived experience, the person with the lived experience will be the preferred candidate”.

All appointments with DDWA are subject to previous employment reference checks, Working with Children Check, satisfactory Australian residency status, National Criminal Record checks, and any other background checks as required by State or Federal legislation.

Questions and Applications to be directed to

Administration Manager	Leticia Grant (08) 9420 7203 Leticia.Grant@ddwa.org.au
Applications Open	15 November 2024
Applications Close	10AM, Monday 2 December 2024
Applications Accepted By:	