

Job Description

Admin Assistant

This is a job for a person with Down syndrome, aged 18 years or over, working in the Down Syndrome NSW head office, Church St North Parramatta.



This is an office job.

An admin assistant supports the other staff members to do the regular office tasks that happen on a regular basis each week.



You will work 2 days a week, for 4 hours each day, on Wednesday and Thursday each week.

Your boss will be the executive office of Down Syndrome NSW.

Things you will do in the job

You will do admin and library tasks.



Admin work is

- Picking up the mail
- Printing and shredding paper
- Tidying up the office
- Helping to prepare information packs
- Welcoming people to the office
- Writing a weekly blog



Library work is

- Returning books to shelves
- Helping people find books on shelves
- Photographing books for a visual catalogue
- Tidying up the library

What you must be able to do

These are the things that you must be able to do in the job.



Work with a support person

Travel to work, either independently, or with your support person if required.

Do your job under the guidance of a support person

Do your job without being reminded



Speak up

Ask for help if you need it.

Tell people your ideas and make suggestions.

Ask questions



Work with others

Work well with many different people.

Work with your support person to set tasks for the day.

Be respectful to others.

How to apply for the job

If you would like to apply for the job of Administrative Assistant, this is what you must do.



Send your:

1. resumé
2. your answers to the questions on page 5 and 6 by email to:

carolyn.frichot@dsansw.org.au



A resumé says what you have done and what you are good at.

This could include

- Other jobs you have done
- Volunteer work
- Your skills
- School and education
- Your interests and hobbies
- Your special achievements



Your resume must also include the name and phone number of 2 referees.

Referees are people who know you and can talk about the things you are good at and how you work with other people.

Please answer these questions



What is your name:



Where do you live:



How can we contact you by phone:



What jobs have you had?



What education or training have you had?

What are you good at?



What are you interested in?



Interview

You might be contacted for an interview.



If you get an interview we will ask you things like

- Why do you want to work in an office?
- Why do you want to work for Down Syndrome NSW?
- What things are you good at?



You can bring someone to the interview to support you.

Questions

If you have any questions you can contact **Carolyn Frichot** on

- 02 9841 4444
- carolyn.frichot@dsansw.org.au



**Applications close on Friday 8th
December 2017**