

Volunteer Role Description

Role Title:

Admin assistant – Female only

Reporting To:

Tina Mills - Naomi Manager

Location:

Naomi House - Hawkhurst

Time Commitment:

Flexible, to be discussed

Principal Function:

Provide clerical support and help maintain an effective functioning office

Duties:

To provide support by answering the telephone, taking minutes of meetings, re filling resident files after departure, organising stock cupboard, ordering stationary, petty cash inputting, banking resident contributions, staff time sheets, typing up staff Rota, typing up resident's timetable, DWP phone calls and benefit forms

Personal skills/qualities required:

Good sense of humour, professionalism, understanding of boundaries, organisational skills, time management skills, good computer skills, good telephone manner, numeracy and literacy skills, understanding of substance misuse issues (desirable), people skills, team player, empathic to our residents, non-judgemental, respectful.