

## **POSITION DESCRIPTION**

Position: Youth Worker Trainee  
Reports to: CEO  
Contracted time: 25-28 hours per week, 5 days a week, fixed term.  
Travel Required: Regular travel to central desert remote communities

## **POSITION OBJECTIVES:**

Mentored on the job to learn how to engage young people and their families to take action on issues affecting their lives, including health, education, unemployment and their environment. Mentored to support the maintenance and ongoing use of cultural practices and language through bush trips and other events.

## **ACCOUNTABILITY:**

The Field Worker trainee will be accountable to the CEO.

## **DUTIES AND RESPONSIBILITIES:**

- Commitment to actively participate in Waltja's organisational activities and events such as Directors Meetings, AGM and workshops.
- Support the writing of reports, Family News Magazine, posters, and other promotional items and publications by taking photos and making videos with the field staff.
- Learn how to use the data base for client reporting.
- Support other Waltja staff in the field to record and deliver workshops and cultural events and be a positive and proactive team member.
- Maintain a tidy work place, vehicles and equipment.
- Work within Waltja's organisational values, code of conduct and policies and procedures, especially with regard to maintaining confidentiality and working in a culturally sensitive, community and client driven manner.
- Assist with project photocopying, laminating, printing and shopping, packing and unpacking and cleaning willingly and at all times.
- Maintain and secure all office IT equipment.
- Commitment to accredited and on the job training to improve skills and qualifications.
- Work together with all Waltja staff and projects and demonstrate that you are a positive and proactive team member.