



ABOUT WALTJA TJUTANGKU PALYAPAYI

Waltja Tjutangku Palyapayi Aboriginal Corporation (Waltja) is a 100% Aboriginal led and controlled, community-based organisation doing good work with families, grounded in strong culture and relationships. We work in remote Central Australian Aboriginal communities, across nine languages and more than one quarter of the NT. Our members live in over thirty remote communities and outstations across our service area.

Waltja’s foundation is the leadership of strong Aboriginal women, our focus on families, and support for community self-management and self-determination.

Waltja’s agenda and priorities are set by the Directors, all of whom live in remote communities. The Directors have a strong presence on the ground where the work is carried out. Waltja’s work focuses on addressing significant disadvantages and gaps in service delivery for families in remote communities, ensuring local community voices are heard, and in maintaining culture and language.

Waltja works with families in crisis / emergency situations, aged and frail, young people at risk of homelessness, people with disabilities, families of children with mental health issues, young parents, and parents/carers of school aged children.

Waltja has an arts social enterprise, Tjutangku Tjukurrpa (everyone’s dreaming stories). The artists who are all Waltja members, work together to create art for Waltja fundraising. Funds go towards Waltja’s social programs.

Waltja is strong about the importance of Aboriginal and non-Aboriginal people working together – learning from each other, listening well, taking time to build friendships and work well together in the long term.

To work effectively with families in communities on priorities determined by our Directors, Waltja collaborates with community organisations, regional councils, schools, NT and Australian Government Departments and philanthropic organisations following a set of operating principles called the ‘Waltja Way’:

- Family is the foundation of Aboriginal community and identity.
- Service delivery is most effective when it occurs in the context of family as understood by Aboriginal people.
- Waltja promotes self-reliance and dignity.
- Waltja works with everyone in the community.
- Direct service delivery is most effective when provided by local people who have access to training and support to ensure quality outcomes.
- Building and sustaining partnerships with Aboriginal communities is the most effective way of providing services to families.
- Direct services need to be located in, and supported by, local communities.

In 2014, Waltja was awarded the Reconciliation Australia Indigenous Governance Award for the best governed Indigenous organisation in Australia

<https://www.reconciliation.org.au/iga/#iga-past-winners> . In May 2018, a case study on Waltja’s governance was in the ‘ORIC Oracle’

<http://www.oric.gov.au/publications/newsletters/2018/ceo-accountability> .

**POSITION TITLE Program Support Worker**

Program Remote Programs

Location Alice Springs

Classification Based on SCHADS Award Level 6 with salary sacrifice

Responsible to Chief Executive Officer

Eligibility For cultural reasons this is a female identified position

ABOUT THE ROLE

This is a rewarding opportunity to support staff working in Waltja's programs with families in remote communities. The majority of the staff are based in Alice Springs and regularly travel out to remote communities within Waltja's service area. The focus of this role is to work with program teams to achieve their program goals, particularly in the areas of planning, data collection, reporting and team work.

RESPONSIBILITIES

The key responsibilities for this position are to:

- Support program staff working in remote communities to meet program and contractual objectives in accordance with Waltja's standards and way of working (the Waltja Way).
- Support program staff and teams with planning, logistics, data collection, documentation, and reporting on program delivery in remote communities.
- Support staff to identify opportunities for working with other Waltja programs and with other agencies and organisations to achieve program goals.
- Support program staff with self-evaluation and to share successes and learnings within and between teams.
- Assist with preparation of reports and acquittals in line with Waltja program and project contracts.
- Represent and promote Waltja at meetings with funding and project partners and in other agency and community forums.
- Assist with preparation of submissions for external funding in line with Waltja's Strategic Plan and identified areas of interest.
- 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 manner, following the Waltja Way.
- Contribute to the development and maintenance of positive relationships in the workforce.
- Contribute to the development and maintenance of positive relationships with local, visiting and other organisations/agencies/businesses which impact on Waltja and its members.
- Identify potential risks and opportunities for Waltja and proactively bring these to the attention of the Chief Executive Officer.

**ABOUT YOU****Essential**

- Successful experience in supporting others to build their skills and confidence and to achieve their goals and to work well in a team environment.
- Demonstrated ability to work positively and effectively with diverse teams and personalities, and the ability to exercise tact, initiative and sound judgement.
- Demonstrated experience in a program support role with the ability to set priorities, organise workloads, cope with pressure, adapt to changes and meet timelines.
- Awareness of the potential impacts of working in remote communities on the social and emotional well-being of staff.
- High level of oral and written English literacy, including report writing for different target audiences.
- Demonstrated high level of computer literacy in software for communication, data collection and reporting.
- Ability to communicate effectively with Aboriginal people.
- Experience working for an Aboriginal organisation.
- Awareness of the issues impacting on Central Australia and Aboriginal families in remote communities.
- A commitment to and understanding of the principles of community control and self-determination.
- Current driver’s licence.
- Current National Police Clearance or the ability to obtain.

Desirable

- Aboriginal and Torres Strait Islander descent.
- Experience of fieldwork in the community sector in remote communities
- Demonstrated organisational skills through running successful community events, collaborative projects, fundraising projects etc.
- Experience working with Aboriginal people, particularly where English is not the primary language.
- Previous experience in team building and/or human resources.

ABOUT THE PACKAGE

Award and Level	Social, Community, Home Care and Disability Services Industry Award Above SCHADS Award Level 6
Range	\$1,558.82-1628.34 per week dependent on experience and qualifications.
Salary Sacrifice	After successful completion of probation, the program support worker will be eligible for salary sacrifice as per the relevant ATO legislation, up to \$16,824.
Superannuation	9.5% to 11.25% dependent on wage rate and non-smoker status
Annual Leave	5 weeks plus 17.5% leave loading
Travel allowance	\$900 per year

