



WALTJA TJUTANGKU PALYAPAYI ABORIGINAL CORPORATION

3 Ghan Rd PO Box 8274 Alice Springs NT 0870 phone 8953 4488 www.waltja.org.au

NOW RECRUITING for FIELD WORKER TRAINEE

2 trainee positions

POSITION DESCRIPTION:

These 2 trainee positions are for Aboriginal people who want to learn community development skills in a friendly and supportive workplace. Waltja is an Aboriginal community organisation, providing services across remote central Australian communities. Our field work trainees will work with, and be mentored by Waltja's program teams including: youth and families, family mental health, disability support and emergency relief. Trainees will also join in Waltja workshops and meetings, getting to know our Directors and members.

All trainees must be willing to undertake training, and be a positive and proactive part of the Waltja team. They must be willing to learn to work with computers and digital technology. They will work under the supervision of experienced field workers in the office and during regular remote area field trips.

The job involves regular travel out to remote communities, working alongside and being supported and trained by our field workers and Waltja Directors (generally 3 trips in every 5 weeks, of 2 to 4 days each trip).

30-35 hours per week, 5 days a week, 12 months fixed term traineeship.

Wage rate to be negotiated depending on previous experience and level of education.

Duties and Responsibilities:

- Assist Waltja program teams to plan and prepare for trips to remote communities
- Support Waltja activities on communities, under the supervision of program field workers
- Assist with follow-up support in Alice Springs for community clients
- Assist with data entry and record-keeping, documenting events and creating stories
- Actively participate in Waltja's organisational activities and events such as Directors Meetings, AGM and workshops.
- Maintain a daily worksheet to record all your activities and logged hours
- Be willing to undertake accredited and on the job training to improve skills and qualifications.
- Be a positive and proactive team member in the office, in workshops and on community visits

Award conditions will be offered as part of this contract of employment.

All equipment will be provided including swag and bedding, Waltja shirts.

Salary Sacrifice will increase your take home pay. Salary Sacrifice is a benefit available to employees in the Community Services sector. It enables employees to reduce their taxable income, by having a proportion of their salary allocated to bills and basic living costs before tax is calculated.

Are you interested in working as a Field Work Trainee at Waltja?

Please submit a cover letter with your resume, and answer the following questions.

There are no right or wrong answers:

Why do you want to work at Waltja?

Do you know anyone here at Waltja?

Do you have a drivers license?

Do you have your own transport or a reliable way of getting to work each morning?

What were you doing in your last job?

How long since you last had a job?

Have you done any previous work with computers? With cameras?

This job will mean going bush with the field workers quite often. Will you be okay with being away from Alice?

Anything else you want to tell us?

Send your resume and cover letter to:

Email: manager@waltja.org.au

Drop it in to Waltja office 3 Ghan Rd Alice Springs

Post to: Manager (Confidential), Waltja, PO Box 8274 Alice Springs NT 0871