

## PROGRAM SUPPORT WORKER

### POSITION DESCRIPTION

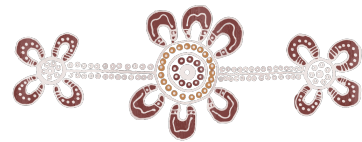
Position: Program Support Worker  
Reports to: Management Team  
Contracted time: 20 – 25 hrs/wk, permanent  
Travel required: Occasional travel to remote communities  
This is an Aboriginal Identified position

### Job Summary:

This position involves general cleaning and maintenance of Waltja's buildings, vehicles and grounds, and general support for Waltja's clients. The Program Support worker will be practical, reliable, friendly and kind. They will have an NT driver's license and be a safe and responsible driver. They will have regular tasks every week, including cleaning cars and the office, and keeping the grounds tidy and the plants healthy. They will also be prepared to support our clients and programs by doing short drives in Alice Springs, and occasionally to and from communities. The position is based at Waltja office, 3 Ghan Rd Alice Springs.

### Duties and Responsibilities:

- Provide regular cleaning of Waltja office and the small vehicles.
- Provide yard maintenance, keeping the grounds of Waltja premises clean and tidy
- Provide garden maintenance at Waltja office.
- Provide support to Waltja's Emergency Relief clients and to other program clients, including short drives within Alice Springs
- Be available to do occasional longer drives to pick up or take home community members
- Work as part of Waltja's team with other staff, Management and elected Board Members. Participate in Waltja events and meetings as directed.
- A commitment to comply with all Waltja Policy and Procedures and Code of Conduct.



**Selection Criteria:**

*Essential:*

- Current NT Drivers License.
- Previous experience of cleaning and/or grounds maintenance
- Previous experience of successful time management in a complex work environment.
- Demonstrated capacity for strategic decision-making and the initiative to make appropriate decisions when required.
- Willingness to undergo Police Check, and no history of unsafe driving or other issues of concern
- Current Ochre card, or eligible to acquire one

*Desirable:*

- Experience working with Aboriginal people from remote communities.
- Experience driving 4WD vehicles
- Able to speak a Central Australian Aboriginal language

**Salary package:**

SCHADS Award Level 3.1 (\$32.54 per hour) plus superannuation

Salary Sacrifice option

4 weeks annual leave entitlements

Flexible work hours and time in lieu arrangements