



Waltja Tjutangku Palyapayi
“Doing Good Work With Families”

POSITION DESCRIPTION

POSITION TITLE:

[Youth and Families Team Leader](#)

POSITION OBJECTIVE:

This position provides support to Youth and Families fieldworkers in the delivery of the Reconnect and Family Mental Health Support Service (FMHSS) programs on five remote central Australian communities in compliance with funding requirements and Waltja organisational values, and assists in the design and delivery of community development projects. The Youth and Families Team Leader will be based in Alice Springs with regular travel to communities.

ACCOUNTABILITY:

The Youth and Families Team Leader will be accountable to the Management team, and will work in partnership with other Youth and Families team members.

DUTIES AND RESPONSIBILITIES:

Case Management Support

1. Ensure that the Youth and Families (Y&F) program activities and outcomes are documented by fieldworkers according to Waltja protocols and program reporting requirements, including DEX reporting, quarterly reports, annual program Activity Work Plans and Activity Reports.
2. Support fieldworkers to meet Reconnect and FMHSS program KPI's as determined by Activity Work Plans.
3. Support fieldworkers to undertake community engagement and case management in accordance with Waltja organisational objectives and values, Y&F's guidelines.
4. Participate in, and support Y&F fieldworkers to access monthly external 1:1 supervision and case reviews with the Case Management Consultant.
5. Facilitate weekly Y&F team meetings and monthly 1:1 administrative supervision with field workers in order to support them to meet reporting and program requirements.

6. In partnership with the Y&F team, participate in the evaluation and development of annual Activity Work Plans for Reconnect and FMHSS programs facilitated by the Management team.

Community Development

1. In consultation with the Management team, support fieldworkers to undertake the planning, submission, delivery, evaluation and acquittal of short-term, small project and quick response grants, developed in response to community-initiated activity ideas.
2. In consultation with the Management team, coordinate and oversee the consultation, planning, submission, delivery and evaluation of medium to long-term community development projects related to youth and families.
3. Ensure all projects undertaken by the Y&F team are done in partnership with community leaders, and in accordance with the principle of self-determination, the 'Waltja Way", and Y&F guidelines.

General

1. Complete and provide appropriate and up-to-date documentation related to community visits, travel plans, data reporting, and client/community support provided or requested.
2. Engage Aboriginal people from each community wherever possible as advisors and co-workers to assist with Waltja's service delivery, and support skills development of community members related to the program objectives.
3. Work together with other staff, Management and elected Board Members. Support and mentor junior staff where relevant. Participate in Waltja events and meetings as directed.
4. Represent Waltja at Y&F conferences, seminars, meetings, and committees and in other community forums as required.
5. Identify training and professional needs/opportunities, and undertake training as directed by Management Team.
4. Work within Waltja's organisational values, code of conduct and policies and procedures.

Selection Criteria

Essential:

1. A commitment to Aboriginal self-determination, demonstrated ability to relate sensitively and effectively with Aboriginal people and demonstrated awareness of the issues affecting Aboriginal children/young people and their families in central Australia.
2. Qualifications in Social Work, Youth Work, Community Development or a combination of professional development and work experience.
3. Previous experience in a leadership role in community work, including; case management, mandatory reporting, community consultation, performance and data reporting, service delivery and/or evaluation.

4. Experience in the development and maintenance of partnerships and networks to support program objectives.
5. Willingness to travel to remote communities, including overnight stays.
6. Demonstrated level of fitness/capacity for remote travel.
7. Current NT Working with Children Card or willingness to apply upon appointment to role.
8. Willingness to undertake a Police Check (for criminal history) – required at commencement of role.
9. Current NT Driver's License or commitment to transfer current Driver's License to NT immediately upon appointment.

Desirable:

1. Experience working in or with remote central Australian Aboriginal communities.
2. Experience working with young people in a community service delivery capacity.
3. Experience driving 4WD vehicles on remote roads, or ability to gain.

Salary Package:

SCHADS Award Level 6: Level 6.1 Currently \$102,001 gross p/a plus superannuation

Superannuation: 11.75% non-smoker and 10.5% for smoker.

Travel: \$70/night for remote travel

Equipment: All digital/computer/phone and travel equipment provided.

Annual leave: 4 weeks pro rata; plus paid annual shut down over the holiday period (at discretion of Waltja Executive).

Personal Leave: 10 days pro rata

Travel reimbursement: \$900 annually.

Health and wellbeing allowance: \$800 annually with receipts.

Time in Lieu: Flexible working hours and time in lieu arrangements instead of overtime.

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.

Under Legislation there is a capped limit on the amount you can salary package each fringe benefit tax year (1 April to 31 March). For employees who work for a Public Benevolent Institution the capped limit is \$15,899.90 (\$30,000 grossed up). There are a range of salary packaging options that apply and these should be discussed with Waltja's finance team.

Interested applicants should send their resume and a one-page cover letter noting your areas of strength and interests. The start date is negotiable up to February 2023. To discuss this position further please email ceo@waltja.org.au

Applications MUST address the essential and desirable criteria and include a current resume with 3 referees. Please sent to the above email address by COB Friday 9 December.

Waltja is a smoke free workplace.