

## COMMUNITY DEVELOPMENT WORKER – FINANCIAL LITERACY

### POSITION DESCRIPTION

#### POSITION TITLE:

Community Development Worker – FINANCIAL LITERACY

#### POSITION OBJECTIVE:

This position supports the delivery of Waltja's financial literacy support services on remote central Australian communities. This position will assist Aboriginal families to identify and address money management issues, to gain financial literacy skills, to make informed choices and to engage positively and proactively with Centrelink and relevant institutions and services.

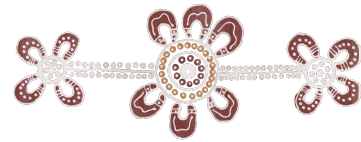
The Community Development Worker – Financial Literacy will be based in Alice Springs with regular travel to designated communities. The communities are: Ti Tree, Laramba, Engawala, Atitjere, Bonya and Utopia Homelands, with potential outreach to other communities.

#### ACCOUNTABILITY:

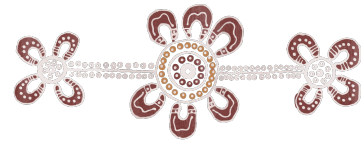
The Community Development Worker – Financial Literacy will be part of the Strong Money program team and will be accountable to the Program Manager.

#### DUTIES AND RESPONSIBILITIES:

1. Work as a positive and effective team member to meet the program objectives
2. Support Aboriginal families to identify and address address money management issues. Support is to be based upon strengths-based approach, the principles of self-determination, and respect for Aboriginal people, communities and culture.
3. Provide case management support to individuals and family groups as required, including education, problem-solving and advocacy.
4. Provide or assist with financial literacy and money management training as required, for individuals, small groups or community workshops.
5. Engage Aboriginal people from each community wherever possible as mentors, advisers, and co-workers to assist with Waltja's service delivery, and support skills development of community members related to the program objectives.
6. Work collaboratively with relevant local and regional service providers, agencies and institutions, to provide and receive referrals, and to plan events and activities consistent with Waltja's program objectives.
7. Advocate for clients' access to relevant services, and for appropriate and informed service delivery to community clients.



7. Complete and provide appropriate and up-to-date documentation related to community visits, travel plans, data reporting, and client/community support provided or requested.
8. Work as part of Waltja's team with other staff, Management and elected Board Members. Support and mentor junior staff where relevant. Participate in Waltja events and meetings as directed.
9. Represent Waltja at Conferences, Seminars, Meetings and in other community forums.
10. Identify your training and professional needs/opportunities, and undertake training as directed by Management Team
11. A commitment to comply with all Waltja Policy and Procedures and Code of Conduct.



## SELECTION CRITERIA

### *Essential:*

1. A commitment to Aboriginal self-determination, demonstrated ability to relate sensitively and effectively with Indigenous people and demonstrated awareness of the issues affecting Aboriginal children/young people and their families in central Australia.
2. Previous experience in community development work, including community consultation, service delivery, performance and data reporting, and evaluation.
3. Previous experience in the provision of money management and/or financial literacy services
4. Qualifications in Business services or Community Development, and the capacity to explain how the knowledge gained through this qualification relates to the requirements of this position.
5. Previous experience working successfully in a dynamic team environment and managing a diverse workload accordingly; proven experience of successful time management in a complex work environment.
6. Demonstrated capacity for strategic decision-making, and initiative to make appropriate decisions when required.
7. Current NT Drivers License or commitment to transfer current Drivers License to NT immediately upon appointment.
8. Current NT Working with Children and Vulnerable Persons (Ochre Card) authorization, or the capacity to acquire this within 6 weeks of provisional appointment.
9. Willingness to undertake a Police Check (for criminal history) – required within 6 weeks of provisional appointment.

### *Desirable:*

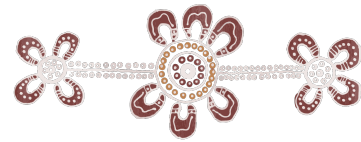
1. Experience working in or with remote central Australian Aboriginal communities.
2. Experience working with Aboriginal families to assist them to make positive change and/or to address barriers to self-determination
3. Functional knowledge and skill in a central Australian Aboriginal language.
4. Experience driving 4WD vehicles in remote areas.

## SALARY PACKAGE:

1. SCHADS Award Level 4:1. \$41.22/hr per hr plus superannuation

## WALTJA TJUTANGKU PALLYAPAYI

*"Doing good work with families"*



2. Superannuation: 11.75% (Waltja is a non-smoking environment and offers this higher rate of Superannuation to non-smokers. Waltja pays the ATO standard 10% superannuation contribution for smokers.)
3. Travel: \$70/night for remote travel
4. Salary Sacrifice\* option to increase your take-home pay
5. Annual Leave 4 weeks pro rata; Personal Leave 10 days pro rata; Compassionate Leave (for immediate family) 3 days paid leave, 3 weeks leave without pay; Ceremonial Leave up to 8 weeks leave without pay
6. Flexible work hours and time in lieu arrangements instead of overtime.
7. All digital/computer/phone equipment provided as needed, swag supplied.

*\* 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 finance team.*