



## **ADMINISTRATION WORKER – EMERGENCY RELIEF SUPPORT**

### **DUTY STATEMENT**

#### **POSITION TITLE:**

Administration Worker – Emergency Relief Support

#### **POSITION OBJECTIVE:**

This position is focused on delivering Emergency Relief to those seeking assistance from Waltja, which will include walk ins to the office, phone calls, and online requests. Waltja is an Aboriginal community organisation, providing services across remote central Australian communities. Our Emergency Relief Worker will learn on the job Waltja’s office procedures and administration systems, including reception duties, filing, and databases.

The Emergency Relief Support Worker will be willing to work primarily with computers and digital technology, undertake training, and be a positive and proactive part of the Waltja team. The Emergency Relief Support Worker will receive on the job mentoring and training by senior staff, and have the opportunity to upskill through credited training. The Administration Worker will be based in Alice Springs. This is a full-time position (part-time negotiable).

#### **ACCOUNTABILITY:**

The Administration Worker – Emergency Relief Support will be accountable to the Senior Administration staff and CEO, and will work in partnership with Waltja’s other programs.

#### **DUTIES AND RESPONSIBILITIES:**

1. Follow the direction of senior administration staff, and maintain up-to-date and accurate work records
2. Provide first point of contact and provide a professional reception service to Waltja visitors and callers seeking assistance. Support is to be based upon a strengths-based approach, the principles of self-determination, and respect for Aboriginal people, communities and culture
3. Undertake training, and become reliable and proficient in office systems including data entry, filing, and appropriate use of equipment
4. Assist with Waltja’s asset management, including stock takes and inventories

## WALTJA TJUTANGKU PALYAPAYI

*"Doing good work with families"*



5. Actively participate in Waltja's organisational activities and events such as Directors Meetings, AGM and workshops
6. Be a positive and proactive team member in the office, in workshops and on community visits
7. Be willing to undertake accredited and on the job training to improve skills and qualifications
8. Represent Waltja at Conferences, Seminars, Meetings, and Committees and in other community forums
9. Identify training and professional needs/opportunities, and undertake training as directed by Management Team
10. A commitment to comply with all Waltja Policy and Procedures and Code of Conduct

### SELECTION CRITERIA:

#### *Essential:*

1. Experience working in or with remote central Australian Aboriginal families
2. Previous administration or customer facing experience
3. Experience in administration tasks, data entry, and database management
4. 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
5. Current NT Drivers License or commitment to transfer current Drivers License to NT immediately upon appointment
6. Current NT Working with Children and Vulnerable Persons (Ochre Card) authorization, or the capacity to acquire this within 6 weeks of provisional appointment
7. Willingness to undertake a Police Check (for criminal history) – required within 6 weeks of provisional appointment

#### *Desirable:*

1. Certificate III in Community Services or other relevant qualifications
2. Experience working in or with remote central Australian Aboriginal communities
3. Experience working with Aboriginal families to assist them to make positive change and/or to address barriers to self-determination
4. Previous experience in community development work, including community consultation, service delivery, performance and data reporting, and evaluation
5. Previous experience in the provision of financial literacy services



**SALARY PACKAGE:**

|                      |                                                                                           |
|----------------------|-------------------------------------------------------------------------------------------|
| Wage:                | SCHADS Award Level 3 (depending upon qualifications): current starting rate is \$38.65/hr |
| Superannuation:      | 12.0% standard and trainee rate, Waltja pays 14.0% as bonus for non-smokers               |
| Travel:              | \$75/night for remote travel                                                              |
| Annual travel bonus: | \$950 per year                                                                            |
| Wellbeing allowance: | Up to \$800 reimbursement of personal well-being services costs                           |
| Equipment:           | All digital/computer/phone equipment as needed, Swag supplied                             |
| Annual leave:        | 4 weeks pro rata                                                                          |
| Personal Leave:      | 10 days pro rata                                                                          |
| Ceremonial Leave:    | Up to 8 weeks leave without pay                                                           |
| Compassionate:       | 3 days paid leave, 3 weeks leave without pay for immediate family                         |
| Time in Lieu:        | Flexible working hours & 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).*