

Position: Anangu Support Worker – Boarding School Program

NPYWC Program: Youth Service

Employment Details: Casual - 20 hours per week minimum, possibility to work up to 38 hours depending on travel requirements (Negotiable to be a Permanent Part Time position)

Location: Alice Springs based with extensive travel to the NPY region

Base Salary: \$31.23 - \$33.63 per hour (inclusive of 25% casual loading) + 9.5% superannuation

Our Purpose:

To support all Anangu, especially women and children, to have a good life, guided by culture and sound governance, through the collective agency of women.

Our Values:

We are an Anangu-led organisation.

We believe in the strength of our people, our culture, and the collective agency of women.

We are continually guided by our values, to deliver on our purpose and ensure we deliver for and to our community, more and better choices; a good life for all Anangu.

My Team:

The NPY Women's Council (NPYWC) Youth Service works with children and young people aged 10-25 and their families.

The Youth Service:

- Works with young people and their communities to provide enjoyable, safe and **educational recreation activities**.
- Provide **case management** support to young people and their families.
- **Advocate** for better support for young people.
- **Develop specialised** projects to meet the needs of young people across the NPY region.
- Support **local staff to deliver the programs**.

My Job:

The Anangu Support Worker will:

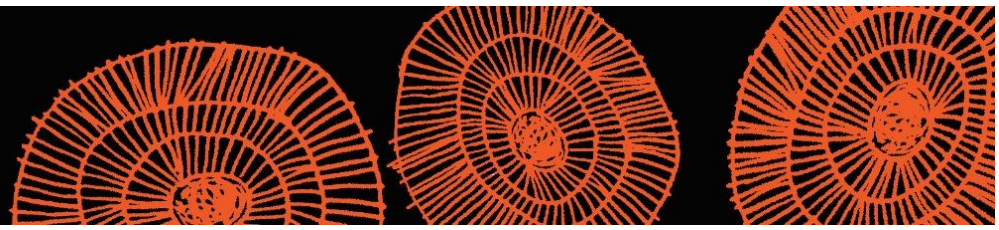
- Provide support for young people and their families to access and attend boarding schools across Australia.
- Help the Boarding School Project Officer work in a culturally appropriate and respectful way.

You will provide support that helps up to 15 young people between the ages of 12 – 16, and their families.

The Boarding School Project services 3 remote communities: Pukatja, Amata and Kaltukatjara.

My Responsibilities:

- Share relevant information with the Boarding School Project Officer about the issues facing young people in the community.



- Provide guidance to the Boarding School Project Officer and other NPYWC staff on how to work in the proper way with Anangu.
- Assist Boarding School Project Officer to support 15 young people and their families to learn about Boarding School, to enrol and attend boarding school of their choice.
- Record case notes and maintain documents as needed.
- Work alongside other youth program staff with recreational activities. The goal of this is to support relationship building with young people to develop awareness or express interest in attending boarding school.
- When needed, provide good supervision of children, young people at all activities.
- Follow the rules about confidentiality of clients and NPYWC business.
- Completing timesheets on key pay.
- Checking and responding to emails.
- Be responsible for looking after the program equipment and NPY Women's Council equipment such as the office, vehicle, satellite phone etc.
- Travel to remote communities as needed.
- Give the staff feedback if their actions are not respectful.
- Demonstrate NPY Women's Council values in work practice and interpersonal relationships.

My Skills and Experience:

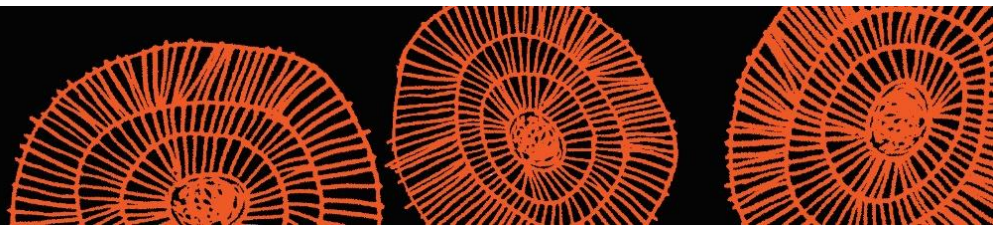
- Preferable to have had your own experience of being at boarding school, or worked in a school before.
- Willing to work as part of a team
- Good understanding of the community and the local culture
- Basic ability to translate where appropriate
- Talking with your team and supervisor
- Positive attitude towards helping young people to be strong
- Willingness to learn and travel
- Supported by the community to do the work
- Being a good role model

My Qualifications:

- Valid Working with Children Check
- Valid Criminal History Check
- Valid Driver's License or commitment to obtain
- First Aid Certificate or commitment to do First Aid training

Remuneration:

- Base Salary: \$31.23 - \$33.63 per hour (inclusive of 25% casual loading)
- 9.5% Superannuation
- Generous Leave Entitlements
- Salary Packaging Benefits
- Retention Bonus



Employment Conditions:

- Work in a manner consistent with NPYWC Values, Code of Conduct, Rules and advocacy positions.
- Follow and work within NPYWC policies and procedures.
- Be responsible and accountable for your own and others health, safety and wellbeing.
- Positions at NPYWC are subject to funding.
- The employee must be prepared to participate in supervision and support, performance development including entering into a performance development plan
- If applicable, the employee will provide the highest standards of service to clients at all levels by modelling service excellence that meets the needs of clients and enhances the profile of NPYWC.
- Every employee is required to have (or willing to obtain) a current and valid criminal history check, and if applicable, a Working with Children Check.
- Experience in operating a manual 4WD vehicle or a willingness to undertake training.
- A good level of health and fitness that matches the requirements of the role. If so required by NPYWC you may be required to undergo a pre-employment medical assessment.
- Out of Hours work requiring overnight absences may be required occasionally.
- You must advise NPYWC of any illness, injury, disease, or any other matter relating to your health or physical fitness which may prevent you from performing this work.
- If required, we may ask you to complete a medical examination to determine you are fit to work.

We are committed to building a respectful and inclusive workplace, appointing the best person for the role and supporting diversity. All information will be held in the strictest of confidence.

To find out more about this position, please contact Roberta Cunningham, **0418 716 168** or visit <https://www.npywc.org.au/jobs/> for more information about the role and what it's like to work for us.

APPROVED COPY

Signed:

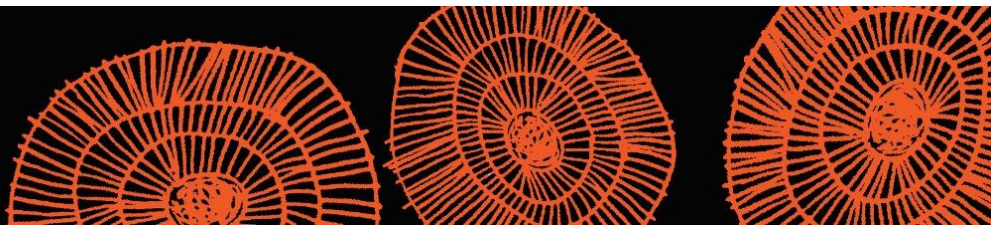


Date: 24th March 2021

PROGRAM MANAGER: Christine Williamson



**Ngaanyatjarra
Pijantjatjara
Yankunytjatjara
Women's Council**



ACKNOWLEDGEMENT FOR RECEIPT OF POSITION DESCRIPTION

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Employee Name (Please Print)

.....
Employee Signature

.....
Date