

**Position:** Project Officer - Anangu Engagement

**NPYWC Program:** Domestic and Family Violence Service (DFVS)

**Employment Details:** Fixed Term, until 30 June 2022 (with possible extension subject to funding)

**Location:** Alice Springs with some travel to the NPY Region

**Base Salary:** \$68,560.36 - \$78,711.59 (depending on experience) plus 10% superannuation

## What we do:

We are an Anangu-led organisation, governed by women's law, authority and culture. We deliver health, social and cultural services for all Anangu.

## Our Values:

We believe in the strength of Anangu people, culture, and the collective agency of women. We are dedicated to delivering more and better choices for our communities. We are committed to Malparara way – a cross cultural practice framework specific to NPYWC that respects the contribution Anangu and non-Indigenous people, working alongside each other, bring to the organisation

We are a trauma-informed organisation and this guides our work.

## Your Team:

'Atunypa Wiru Minyma Uwankaraku' Service works from a 'holistic and relational' standpoint, and is structured so that caseworkers are supported to develop relationships in the communities in which they work using a community development approach. We recognise that this is our key tool for individual and community engagement.

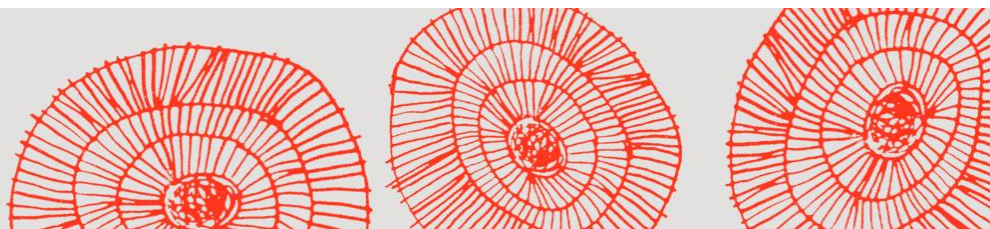
'Casework' is thus very broad in its scope. It ranges from working with individuals in crisis and short-medium term follow-up (including supporting clients through the legal system); working with women and their families in recovery and with longer term goals, through to a variety of community-level and other group activities driven by community members.

## Your Role:

This position is funded under the Fourth Action Plan of the National Plan to Reduce Violence against Women and their Children. The role is based in Alice Springs with some travel to communities in the NPY Region.

The Project Officer will work alongside the Women's Advisory Group (Or Malparara Malparara) Project Officer, Anangu Support Workers (ASW) and the Community Program Coordinator (CPC) to provide relational, administrative and logistic support for Anangu staff who are employed in a variety of ways by the DFVS.

Working Malparara way is essential to the way we work at NPYWC. This role is critical in supporting this cultural way of working. A primary focus of this position is to support Aboriginal and non-Aboriginal staff to understand and learn how to work together.



Caseworkers are supported by a specialist team (the Community Program team) comprising of legal specialists, adult education, community development, specialist casework and narrative therapy.

Reporting to the Community Program Coordinator, this role will also document and collate resources and materials produced by Anangu workers.

The Project Officer will provide the highest standards of service to clients at all levels by modelling service excellence that meets the needs of workers.

## Your Responsibilities:

- Provide logistical and administrative support to Anangu employees attending workshops and meetings (including travel, accommodation and catering).
- Support the DFVS with recruitment of Anangu staff (including, advertising, interviews, reference checks, liaison with CDP and / or other relevant services, on-boarding, induction and other relevant recruitment activities). This could include practical support to access Services while these employees are in Alice Springs.
- Help facilitate the management and collation of resources identified and developed through the workshops and meetings. This includes but is not limited to: supporting the production of artwork and painting, purchasing workshop supplies, photographing and collating completed resources, documenting workshop processes with audio and photography.
- Keep up to date statistics, logs and data collection.
- Contribute to new and collaborative ways of working in the team as well as improving processes.
- Developing culturally appropriate/ supportive relationships with Anangu staff.
- Work with members of the CPT and CWs and other NPYWC stakeholders in planning and implementing bush picnics, overnight bush camps, and women's meetings.
- Work malparara way at all times to foster a collaborative and supportive team environment.

## Skills and Experience:

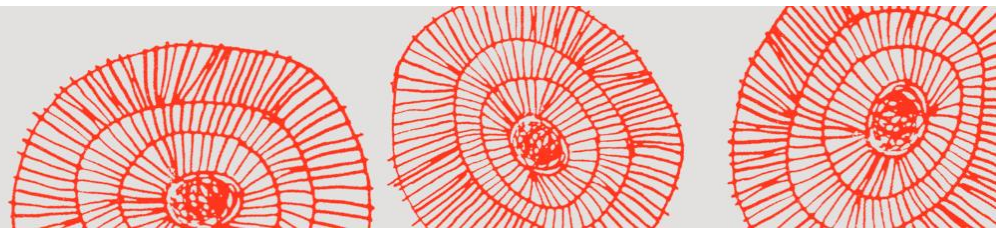
Knowledge and skills:

- Knowledge of community development and its application in a remote Aboriginal context.
- Understanding of a trauma-informed approach in a domestic violence context.
- Have an understanding of vicarious trauma and worker self-care.
- Demonstrated good personal resilience.

## Qualifications:

Relevant qualifications and /or experience in one or more of the following areas: Project Management, employment services, Community Development, Social Work or Administration.

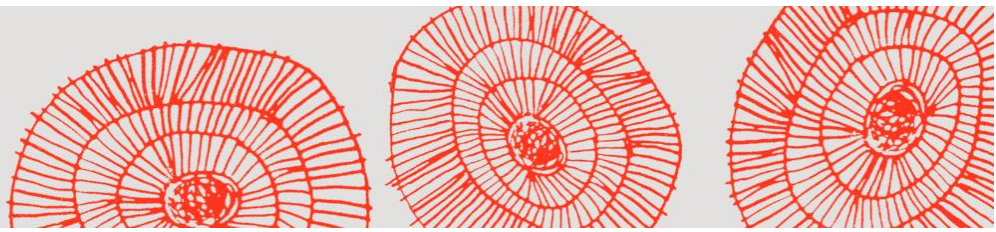
## Remuneration:



<ul style="list-style-type: none"> <li>▪ A general understanding of current issues relating to women and children experiencing domestic violence.</li> <li>▪ Organisation and planning skills to manage competing demands.</li> </ul> <p>Experience:</p> <ul style="list-style-type: none"> <li>▪ Have experience working cross-culturally with a demonstrated understanding of cultural safety.</li> <li>▪ Demonstrated experience in providing logistical and administrative support.</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>▪ Experience in working with women with complex needs in a community and/or domestic and family violence.</li> <li>▪ Experience in monitoring and evaluation.</li> </ul>	<ul style="list-style-type: none"> <li>▪ \$68,560.36 - \$78,711.59 (depending on experience)</li> <li>▪ 10% Superannuation</li> <li>▪ Generous Leave Entitlements</li> <li>▪ Salary Packaging Benefits</li> <li>▪ Retention Bonus</li> </ul>
--	--

## 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.
- 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.
- Some positions will require working in remote communities for extended periods and out of hours' work requiring overnight absences.
- Remote positions include accommodation. Usually this is stand-alone accommodation, however from time to time, based on accommodation and service delivery demands, this situation may change and staff may be required to co-share a NPYWC leased or owned property.
- 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.
- We require some remote based and travelling staff to have a current Australian driver's licence.
- We require some remote based and travelling staff to be able to operate a manual 4WD vehicle or have a willingness to undertake training.
- All employees are required to have a First Aid certificate or have a willingness to undertake First Aid training.
- All employees are required to meet the relevant State and Territory mandatory vaccination requirements.



- A good level of health and fitness that matches the requirements of the role is required. If necessary NPYWC may require an employee to undergo a pre-employment medical assessment.

**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 DFVS Manager, Louise O'Connor on 08 8958 2375 or visit <https://www.npywc.org.au/jobs/> for more information about the role and what it's like to work for us.

#### **ACKNOWLEDGEMENT FOR RECEIPT OF POSITION DESCRIPTION**

.....  
Employee Name (Please Print)

.....  
Employee Signature

.....  
Date