

POSITION DESCRIPTION	
Title:	Support Worker
Program:	Emergency Relief – Food in the Park
Reports to	Food in the Park Team Leader
Position Type	Part time (0.25 FTE)
Hours of work	0.25 FTE (10 hours per week), worked across scheduled Food in the Park sessions on Tuesdays and Thursdays.
Remuneration	<p>Level 2.3 under the Crisis Assistance, Supported Housing Industry (Western Australian) Interim Award.</p> <p>Regional allowance and superannuation apply in accordance with Award and legislative requirements.</p> <p>Employee Benefits</p> <p>Access to the NWS Employee Assistance Program (EAP).</p> <p>Five (5) weeks annual leave per annum (pro-rata for part-time employees) plus 17.5% leave loading on annual leave taken.</p> <p>Opportunity to access salary packaging benefits.</p> <p>Access to training and professional development opportunities.</p>
About the Organisation	<p>Newman Women's Shelter (NWS) is a Not-For-Profit organisation providing Family and Domestic Violence (FDV) and support services across Newman and the East Pilbara region.</p> <p>Services include:</p> <ul style="list-style-type: none"> • Supported Accommodation: Emergency, Crisis, and Transitional housing • Communities Outreach: Mobile Outreach Initiative, FDSV remote community support • Emergency Relief: Food in the Park Project, financial assistance, and material aid • Youth Services: Martu Night Patrol, Safe Space, Martu Youth Support • Counselling Services: Specialist FDV and youth counselling <p>Our Values: Integrity Humility Collaboration Accountability Excellence</p> <p>NWS is a culturally safe, diverse and environmentally conscious organisation. We are signatories of the Cultural Compact and recognise Nyiyaparli Traditional Owners of the Country on which Newman stands and the Martu people as the Custodians of Jigalong which sits in Nyiyaparli Country.</p>
Job Purpose and Outcomes	<p>The Food in the Park Support Worker delivers the operational core of the Food in the Park (FIP) program in East Newman, preparing and distributing meals, conducting home deliveries, distributing safe drinking water and supporting community engagement in a culturally safe and welcoming way.</p> <p>Key Outcomes</p>

	<ol style="list-style-type: none"> 1. Reliable Meal and Water Distribution Culturally appropriate, nutritious meals and safe drinking water are prepared and distributed consistently at each session. 2. Welcoming Service Experience Community members experience a respectful, culturally safe and non-judgemental service that supports social connection. 3. Effective Support to Delivery The FIP Team Leader is well supported in delivering sessions safely, on time and to a high standard.
<p>Key Accountabilities</p>	<ol style="list-style-type: none"> 1. Meal Preparation and Distribution <ul style="list-style-type: none"> • Prepare, pack and distribute nutritious meals and water at Miners Promise Park. • Conduct home deliveries of meals to individuals and families unable to attend park-based sessions. • Always follow food safety and hygiene requirements. 2. Community Engagement and Activities <ul style="list-style-type: none"> • Engage respectfully with families and residents, supporting a welcoming and culturally safe environment. • Assist in co-delivering supervised social and leisure activities for children and young people. • Support participant survey participation and feedback collection. 3. Session Support and Logistics <ul style="list-style-type: none"> • Assist with setup, packing down, loading and cleaning of equipment and vehicles. • Support the Team Leader with session logistics and stock handling. • Maintain basic records to support program reporting. 4. Compliance and Teamwork <ul style="list-style-type: none"> • Comply with NWS policies, procedures, food safety and work health and safety requirements. • Participate in supervision, training and team meetings. • Work collaboratively with staff, volunteers and partner services.
<p>Position Requirements</p>	<p>Experience in community services, food handling, hospitality or a related frontline role (desirable).</p> <p>Ability to work effectively and respectfully with Aboriginal people, families and communities.</p> <p>Good communication and interpersonal skills.</p> <p>Ability to work as part of a team and follow direction.</p> <p>Reliability, physical capacity for manual tasks (lifting, packing, loading) and a willingness to learn.</p> <p>Commitment to confidentiality, child safeguarding and ethical practice.</p> <p>Commitment to the vision, values and objectives of Newman Women's Shelter.</p>



Newman Women's Shelter

Relevant experience, certifications and training required

- Valid Working with Children Card
- Valid C Class Driver's License
- Valid National Police Clearance
- First Aid Certificate (or willingness to obtain)
- Food Handling / Food Safety Certificate (or willingness to obtain)
- Cultural Awareness Training or willingness to obtain
- Proficiency in basic data entry (desirable)