



## Job Package

Aboriginal Transition to School (ATTS) Worker

Armidale

Narrabri/Wee Waa/Quirindi/Gunnedah

### **Pathfinders**

Pathfinders is a large community-based organisation providing Supported Accommodation and Homelessness services, Family and Youth Support services, Family Referral Services, Disability services and Out of Home Care services.

Offices are located across the New England and North West Tablelands of NSW in Armidale, Inverell, Glen Innes, Tamworth and Moree and Coastal operations including Far & Mid North Coast Regions in Lismore, Casino, Coffs Harbour, Kempsey, Taree and Port Macquarie.

### **Aboriginal Transition to School worker**

The Aboriginal Transition to School worker specifically supports early intervention work to provide support to families, to give children a good start in life through improved early childhood development, care, education and school readiness.

## Essential Criteria

1. Sound knowledge of early child development and ability to model positive parenting practice
2. Demonstrated commitment to ethical work practices and the rights of Children and Young People
3. Ability to communicate with and establish good working relationships with young people
4. Sensitivity to issues facing rural Aboriginal communities
5. Awareness of and ability to network with all relevant services
6. Ability to work independently and as part of a team
7. Willingness to attend appropriate training
8. Excellent verbal and written communication skills
9. Computer literate with reasonable typing skills
10. Possess a First Aid Certificate or willingness to obtain
11. Possess a current unencumbered NSW driver's licence
12. Possess a current paid NSW Working with Children Check Number and National Criminal Check.

## Desirable Criteria

1. Relevant tertiary qualifications and/or experience in community services, children's services or family work
2. Group work skills
3. Case management experience
4. Good understanding of the Children and Young Persons (Care and Protection) Act 1998.
5. Sound knowledge of EEO, WHS and confidentiality principles.

## Salary

### SCHADS Award (Grade 3.1)

This rate is subject to negotiation based upon experience and qualifications. A 6 month probationary period will apply. The successful applicant will be required to provide a paid NSW Working with Children and National Criminal History Check. Salary packaging opportunities exist.

### Special Conditions:

- This position is identified as child related employment and Prohibited persons under the Child Protection (Offenders Registration) Act 2000 are not eligible to apply. The successful applicant will be required to undergo a NSW Working with Children and National Criminal History Check.
- A six (6) month probationary period will apply
- The position is only available while the program is government funded.

## Enquiries

### Application Enquiries:

Trish Parker, HR Manager

0437 695 129

[trishp@pathfinders.ngo](mailto:trishp@pathfinders.ngo)

### Position Enquiries:

Matthew Cribb, ATTS Coordinator

0438 514 223

[matthewc@pathfinders.ngo](mailto:matthewc@pathfinders.ngo)

## Guide for Applicants

Pathfinders observe EEO principles when selecting and recruiting staff. Positions are offered on the basis of merit, that is, the applicant considered to be the most capable of doing the job is selected.

Qualifications, experience, skills, standard of work, and personal qualities relevant to the position advertised are considered when making the decision.

## How to apply

***Applicants MUST follow these steps to be considered for the position.***

1. Prepare a typed application which includes:
  - A statement against each of the essential and desirable selection criteria for the position, addressed individually, in paragraph format giving examples to demonstrate how you meet them.
  - A current resume detailing your relevant skills and experience.
  - A photocopy of your relevant academic qualifications.
  - The names and phone numbers of two Referees (at least one referee should be a recent supervisor, if possible).
2. Please email applications to [hr@pathfinders.ngo](mailto:hr@pathfinders.ngo) OR
3. Place application in an envelope marked "Confidential" and post to:

Human Resources Coordinator  
Pathfinders  
PO Box 1052  
ARMIDALE NSW 2350

Applications must be received by close of business **Friday, 19 October 2018**

## Interview

If you are selected for an interview, you will be contacted by telephone or email. If you need wheelchair access, an interpreter because you are hearing impaired, or have any other requirements, please advise so we can make appropriate arrangements.

Interviews are conducted by a selection panel.

Only questions related to the requirements of the position will be asked.

# Position Description

## Aboriginal Transition to School Worker

<b>Position Title:</b>	Aboriginal Transition to School (ATTS) Worker
<b>Responsible to:</b>	Program Coordinator
<b>Position Status:</b>	Permanent Part Time (contracted to 30 <sup>th</sup> April 2020)
<b>Period:</b>	Subject to ongoing funding
<b>Salary:</b>	SCHADS Award (Grade 3.1) as per transitional arrangements Salary packaging opportunities exist
<b>Hours:</b>	24 hours per week

## Purpose of position

The Aboriginal Transition to School (ATTS) Worker specifically supports early intervention work to provide support to families, to give children a good start in life through improved early childhood development, care, education and school readiness.

The ATTS Worker will be responsible for engaging with families with preschool aged children, targeting Indigenous children only aged between 3-6 years that are not engaged in early childhood activities or transition to school activities. In addition to the Inverell town ship, services are provided to Tingha, Ashford and surrounding areas.

## Reporting relationship and accountabilities

The Aboriginal Transition to School Worker will:

1. Be responsible to the ATTS Coordinator
2. Implement strategies as set by the Senior Manager & ATTS Coordinator to achieve the goals of the Inverell Aboriginal Transition to School Worker Project
3. Participate in the day to day operations of the ATTS program

4. Adhere to the Position Description for the Aboriginal Transition to School Worker, Staff Code of Conduct, Policies and Procedures of Pathfinders Ltd and all terms and conditions of the Employment Agreement.

## Specific tasks and responsibilities

### Organisational Responsibilities

1. Carry out all duties in accord with the Policies and Procedures of the organisation and specifications of the Funding Body.
2. Work effectively and efficiently within the ATTS team and Pathfinders related services and external network partners
3. Attend and actively participate in all team activities, including meetings, training sessions and debriefings
4. Adhere to the Code of Conduct and Confidentiality obligations
5. Adhere to all WHS policies and procedures
6. Complete all reasonable tasks as directed by Management

### Service Delivery

1. Support Indigenous children to attend preschool and/or transition to school activities.
2. Increase in the number of days per week the child/children attend preschool or transition to school activities
3. Improve school readiness for Indigenous children emotionally, socially and academically.
4. Support the education, wellbeing and care of Indigenous children.
5. Engage with families of preschool aged children to encourage attendance at preschool and transition to school programmes/activities to ensure children are ready to attend school.
6. Make contact with every early childhood and care provider in the nominated regions.
7. Determine the number of Indigenous children engaged in early childhood activities i.e. preschool, playgroup
8. Seek agreement and cooperation of families to engage with the Aboriginal Transition to School Programme
9. Complete interviews and questionnaires for each transitioning Indigenous child to identify strengths, needs and aspirations for their child

10. Complete assessments
11. Identify the schools the Indigenous children will be transitioning to in the follow year, link them to the school transition programme
12. Engage with schools and parents and where needed act as support to ensure children attend school transition activities
13. Refer children/families to appropriate services when needed and offer support where needed
14. Formally evaluate through self assessment and client feedback on a quarterly basis and
15. Deliver programmes to assist families with strategies to support their child's adjustment to school the following year.

#### Record Keeping and Administrative Duties

1. Maintain concise and accurate client files, journal entries, and client registers to an acceptable standard.
2. Record statistical data as required by the funding body.
3. Ensure all records, documents and computer files are securely stored and disposed of in accordance with the Policy & Procedures.
4. Carry out own word processing and correspondence.
5. Maintain vehicle log book.
6. Record all incoming and outgoing written correspondence.
7. Ensure all service property, computers, equipment and vehicles are maintained in accordance with the Policy & Procedures.

#### Networking and Community Development

1. Develop strong networks with other relevant services and support clients to access these services as needed including:
  - a. Liaison with outreach services and outlying preschools in relation to conducting parenting workshops and information sessions.
  - b. Establish parenting support networks using community facilities that engage a variety of local families.
  - c. Liaison with and involvement of Aboriginal elders and key Aboriginal community members.
  - d. Liaison with early childhood intervention services to set up referral procedures.

- e. Exploring opportunities for community organisations to provide parenting information
  - f. Establish strong links with the transition to school program.
  - g. Strengthening links with local primary schools by conducting some outreach programs through the schools.
2. Attend and participate in relevant interagency meetings, conferences and committees with the Program Coordinators approval.
  3. Work in partnership with other organisations and agencies to identify needs and develop new projects and funding proposals.
  4. Ensure the Aboriginal Transition to School Worker role is promoted within the community and accessible to the target group.

Professional Development

1. Attend supervision with the ATTS Coordinator for support, debriefing and discussion of issues that may need action.
2. Undertake training as directed.
3. Receive staff appraisals twice yearly or as required.

I acknowledge and have read and understood my responsibilities associated with this Job Description.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## PATHFINDERS VISION

Thriving communities, in which all fully participate and develop freely through mutual trust and acceptance.

## PATHFINDERS MISSION

To empower people to live with hope and equal opportunity to achieve their potential.

## PATHFINDERS - VALUES

Belonging – We are a valued part of our communities and we help others to belong.

Mastery – We believe in and encourage others to reach their full potential.

Independence – We encourage individuals to think for themselves, to participate in the life of the community and be responsible for their actions.

Generosity – We give generously of ourselves.

## PATHFINDERS PURPOSE

Pathfinders Ltd is a not-for-profit company limited by guarantee operating across the New England and North West Tablelands and Mid North Coast of New South Wales. Pathfinders' operates a number of programs and services based on promoting youth and family welfare.

### **Pathfinders' programs and services include:**

- Specialist Homelessness Services including our Women and Children's Refuge
- Support Your Path
- Aboriginal Transition to School Program
- Links to Learning
- Youth social, recreational and vocational centres and programs
- Family referral services to ensure assistance gets to families and their children when they need it
- Refuge and supported accommodation services to young people
- Regional youth centre providing vocational skills development, education and accreditation
- Full-time residential support for young people in out-of-home-care
- Youth drop-in support centre
- Child protection and family referral services

- Provision of long-term residential out-of-home-care services and foster care programs for children and young people under the guardianship of the Minister for Community Services
- Parenting and family strengthening workshops and information sessions
- Provision of family preservation services, supervised contact, therapeutic camps/activities and after care services to vulnerable children, young people and their families
- Field placements and training for local TAFE and University students seeking employment in human services

Pathfinders' aims to improve the quality of life and well-being for each individual that comes in contact with one of its services, whilst also benefitting the larger communities it works within.

Pathfinders' is passionate about working towards ensuring every individual is given the right opportunities to become a valued and contributing member of our society.