



Job Package

Aboriginal Engagement Officer

Full Time- 38 Hours a week

This is a designated Aboriginal/Torres Strait Islander Position. Applicants for this position must be of Aboriginal descent through parentage, identification as being Aboriginal and being accepted in the community as such. Exemption is claimed under Section 14 of the Anti-Discrimination Act.

Pathfinders

Pathfinders is a large community-based organisation providing Family Connect and Support, Supported Accommodation and Homelessness services, Family and Youth Support services, National Aboriginal Birth Certificate Project, Out of Home Care and Foster Care services. Pathfinders services are located across the Mid North Coast, New England and North West Tablelands of NSW. Pathfinders' vision is that all children, young people and their families will have a home and family where they feel they belong, are free from abuse, neglect, discrimination and inequality and are able to achieve and contribute to their full potential in Australian society.

Aboriginal Engagement Officer

The primary purpose of the Aboriginal Engagement Officer is to engage with Aboriginal families and support connections and sound referral pathways between the Family Connect and Support Program and Aboriginal families, communities and Service Organisations.

The Aboriginal Engagement Officer is to collaboratively engage with key stakeholders and the broader community to help build capacity, increase knowledge and remove barriers to accessing services and support for Aboriginal families in the service area.

The Aboriginal Engagement Officer will also coordinate implementation of the FSC Program's Aboriginal Participation Plan and support development of team cultural awareness capability.

The Aboriginal Engagement Officer will require knowledge and understanding of the issues that affect Aboriginal communities, societies and cultures in NSW and be willing to advocate on behalf of Aboriginal young people and their families in providing cultural support and provide services to Aboriginal and non-Aboriginal children, young people and families.

The Aboriginal Engagement Officer will also be required to build strong relationships with Aboriginal agencies to support and strengthen families and cultural connections

Travel will be an expectation.

Essential Criteria

- Relevant tertiary qualifications and/or relevant experience in community development, health promotion, social planning, social work or similar
- Ability to communicate and establish working relationships with Aboriginal People.
- Knowledge and understanding of issues that affect Aboriginal communities, societies and cultures and the needs, enabling factors and barriers to service access for Aboriginal people.
- Ability to build strong relationships with Aboriginal Agencies to support and strengthen families and cultural connections.
- Ability to advocate on behalf of Aboriginal young people and their families in providing cultural support.
- Ability to provide services to Aboriginal and non Aboriginal children, young people and families.
- Demonstrated experience translating community development theory and practices into the implementation of successful community engagement and capacity building initiatives including new programs/initiatives.
- Ability to identify and respond appropriately to child protection and other high risk concerns as well as understanding of the legal process relating to child protection, restoration, guardianship and adoption
- Excellent time management, organisational and administrative skills
- Ability to be self motivated and to work with minimal supervision, as well as the capacity to work positively and cooperatively within a team environment
- Excellent computer literacy skills including the usage of databases, spreadsheets, internet and email.
- Excellent written and communication skills
- Willingness to participate in continuing education through training opportunities both internally and externally.
- Demonstrable understanding of Confidentiality.

- Willingness to adopt the Pathfinders philosophy and engage in training when provided
- First Aid Certificate or willingness to obtain
- Possess a current driver's licence
- Possess a current working with children check number and Criminal History Check.

Enquiries

Application Enquiries –Human Resources email hr@pathfinders.ngo or 0436 029 439

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, 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 recent work related Referees (at least one referee should be a recent supervisor, if possible).
2. Please email applications to hr@pathfinders.ngo OR

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 Engagement Officer

Full Time- 38 Hours a week

This is a designated Aboriginal/Torres Strait Islander Position. Applicants for this position must be of Aboriginal descent through parentage, identification as being Aboriginal and being accepted in the community as such. Exemption is claimed under Section 14 of the Anti-Discrimination Act.

Position Title:	Aboriginal Engagement Officer
Responsible to:	Program Manager
Position Status:	Full time - 38 hours a week
Salary:	Salary package will be Level 5 1 based on qualifications, skills and experience under the Modern Award
Location:	Kempsey
	Travel may be required from time to time.

Purpose of position

Aboriginal Engagement Officer

The primary purpose of the Aboriginal Engagement Officer is to engage with Aboriginal families and support connections and sound referral pathways between the Family Connect and Support Program and Aboriginal families, communities and Service Organisations.

The Aboriginal Engagement Officer is to collaboratively engage with key stakeholders and the broader community to help build capacity, increase knowledge and remove barriers to accessing services and support for Aboriginal families in the service area.

The Aboriginal Engagement Officer will also coordinate implementation of the FSC Program's Aboriginal Participation Plan and support development of team cultural awareness capability.

The Aboriginal Engagement Officer will require knowledge and understanding of the issues that affect Aboriginal communities, societies and cultures in NSW and be willing to advocate on behalf of Aboriginal young people and their families in providing cultural support and provide services to Aboriginal and non-Aboriginal children, young people and families.

The Aboriginal Engagement Officer will also be required to build strong relationships with Aboriginal agencies to support and strengthen families and cultural connections

Reporting relationship and accountabilities

The Aboriginal Engagement Officer will:

1. Be responsible to the Program Manager.
2. Work with other Pathfinders Management and staff of other Programs when required.
3. Adhere to the Role Description for Aboriginal Engagement Officer and the Staff Code of Conduct

Specific tasks and responsibilities

The Aboriginal Engagement Officer will:

Position and Organisational Responsibilities

- Coordinate implementation of the objectives, strategies and actions of the Aboriginal Participation Plan to support program outcomes.
- Establish connections with the community and build positive and effective relationships and networks, enhancing and establishing engagement opportunities and capacity.
- Implement comprehensive multi-faceted community engagement and capacity building initiatives which promote inclusion and cultural awareness together with the engagement and participation of people who are Aboriginal and/or Torres Strait Islander.
- Provide information to Aboriginal and/or Torres Strait Islander people, their families and communities, around supports and system / program navigation.
- Support systems for effective and open communication and information sharing between sector professionals, partners and subcontractors.
- Contribute to Program meetings, planning and delivery as an active team member

- Participate in the Community Engagement Community of Practice which promotes collaboration and knowledge sharing, and drives consistency in approach across the organisation
- Undertake training as directed and in accordance with your individual training plan.
- Participate in staff performance appraisals annually.
- Adhere to Pathfinders Code of Conduct.

Key challenges

- Challenges regularly encountered in the position which describe the complexities the position is expected to manage.
- Developing and implementing innovative solutions which are contingent on ongoing consultation with a wide range of stakeholders .
- Developing and implementing a range of solutions to grow partnerships and increase community use and knowledge of services.
- Influencing the ongoing implementation of the Program's Aboriginal Participant Plan initiatives within a demanding and complex service delivery environment

Professional Development

- Attend professional development meetings on a monthly for support, debriefing and discussion of issues that may need action.
- Pursue ongoing personal and professional development in order to enhance contribution to the organisation.

Essential Criteria

- Relevant tertiary qualifications and/or relevant experience in community development, health promotion, social planning, social work or similar
- Ability to communicate and establish working relationships with Aboriginal People.
- Knowledge and understanding of issues that affect Aboriginal communities, societies and cultures and the needs, enabling factors and barriers to service access for Aboriginal people.
- Ability to build strong relationships with Aboriginal Agencies to support and strengthen families and cultural connections.

- Ability to advocate on behalf of Aboriginal young people and their families in providing cultural support.
- Ability to provide services to Aboriginal and non Aboriginal children, young people and families.
- Demonstrated experience translating community development theory and practices into the implementation of successful community engagement and capacity building initiatives including new programs/initiatives.
- Ability to identify and respond appropriately to child protection and other high risk concerns as well as understanding of the legal process relating to child protection, restoration, guardianship and adoption
- Excellent time management, organisational and administrative skills
- Ability to be self motivated and to work with minimal supervision, as well as the capacity to work positively and cooperatively within a team environment
- Excellent computer literacy skills including the usage of databases, spreadsheets, internet and email.
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- Willingness to participate in continuing education through training opportunities both internally and externally.
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PATHFINDERS - PURPOSE AND GOALS

Pathfinder's vision is that all Children, Young People and their Families have a home and family where they feel they belong, are free from abuse, neglect, discrimination and inequality and are able to achieve and contribute to their full potential in Australian society.

The challenge and vision Pathfinders has for our Families, Children and Young People is to provide them with opportunities to build strong and permanent relationships and be cared for in ways which build and expand their personal skills and life opportunities.

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 PRINCIPLES OF SERVICE

The following principles guide our provision of services to children, young people and their families:-

- Our practice will reflect the rights of children, young people and their families to social justice, economic and social equality and self-determination and to be free from discrimination on the basis of religion, gender, race, sexuality or disability
- Quality service provision on the basis of equity and need
- Community based, collaborative approaches to the provision of services
- Individualised, flexible case planning using a strengths based intervention model that ensures the safety, emotional security and connectedness of our clients
- Culturally appropriate interactions with families and children are paramount
- Participation of our clients and stakeholders in the process of service delivery and planning
- Continuous service development and quality improvement through ongoing evaluation and review

PATHFINDERS ACROSS THE NEW ENGLAND AND NORTH WEST TABLELANDS AND MID NORTH COAST

Pathfinders is now located in offices across the New England and North West Tablelands at Moree, Inverell, Glen Innes, Tamworth and Armidale and the Mid North Coast at Kempsey, Taree, and Coffs Harbour.

Our services continue to grow with our organisation now supporting children, young people and their families with supported accommodation services, family support services, juvenile justice, youth work, child protection, Family Connect and Support and Out of Home Care services.

Pathfinders programs and services include:-

- Youth social, recreational and vocational programs.
- Family Connect and Support to ensure assistance gets to families and their children when they need it
- Information and referral assistance to link client with appropriate support agencies
- Refuge and supported accommodation services to young people
- Full time residential support for young people in out of home care
- Juvenile justice support services to assist young people to reintegrate into our communities
- Child protection and Family Connect and Support
- Field placement and training for local TAFE and University students seeking employment in human services
- Provision of residential out of home care services, foster care support programs and foster care programs for children and young people under the guardianship of the Minister for Community Services
- Provision of family preservation services, supervised contact, therapeutic camps/activities and after care services to vulnerable children, young people and their families

Employee Signature

Date