



Job Package

Aboriginal Engagement Officer

Narrabri/Gunnedah

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 Aboriginal Engagement Officer 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 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

- Minimum Certificate III in Early Education and Care. –or willingness to obtain one or minimum two years' experience working with children
- 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 Services to support and strengthen families and cultural connections.
- Ability to advocate on behalf of Aboriginal families in providing cultural support.
- Ability to communicate with and establish good working relationships with young children.
- Sensitivity to issues facing early education in rural Aboriginal communities
- Ability to work independently and as part of a team
- Willingness to attend appropriate training
- Excellent verbal and written communication skills
- Computer literate with reasonable typing skills
- Possess a First Aid Certificate or willingness to obtain
- Possess a current unencumbered NSW driver's licence
- Possess a current paid NSW Working with Children Check Number and National Criminal Check.

Desirable Criteria

- Experience in community services, children's services or family work
- Good understanding of the Children and Young Persons (Care and Protection) Act 1998.
- Sound knowledge of EEO, WHS and confidentiality principles.

Application Enquiries –Human Resources email hr@pathfinders.ngo or 0437 695 129

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 Early Years Program – Aboriginal Engagement Officer

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:	Cultural Support Worker, Aboriginal Culture & Connections
Position Status:	Permanent part time 24 hours per week
Salary:	Salary package will be Level 4 1 based on qualifications, skills and experience under the Modern Award
Location:	Narrabri or Gunnedah
	Travel is a requirement of the position

Purpose of position

The Aboriginal Engagement Officer 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 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. Cultural Support Worker, Aboriginal Culture & Connections.
2. Implement strategies as set by the Senior Manager & Cultural Support Worker, Aboriginal Culture & Connections to achieve the goals of the Aboriginal Early Years Program.
3. Participate in the day to day operations of the AEYP program
4. Adhere to the Position Description for the Aboriginal Engagement Officer, 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 AEYP team and Pathfinders related services and external network partners
3. Attend and actively participate in all team activities, including meetings, training sessions and debriefings as required.
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. Create Activities to suit Educational needs of children in attendance inline with the Early Years Learning Framework.
2. Encourage and Engage children to keep all children active and engaged while they are in the classroom.
3. Keep learning area clean and safe.

4. Attend staff meetings if required.
5. If requested assist with undertaking a review of the program.

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. Record all incoming and outgoing written correspondence.
5. Ensure all service property, computers, equipment and vehicles are maintained in accordance with the Policy & Procedures.

Networking and Community Development

1. Ensure the Aboriginal Engagement Officer role is promoted within the community and accessible to the target group.

Professional Development

1. Attend supervision with the AEYP 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.

Essential Criteria

- Minimum Certificate III in Early Education and Care.
- 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.
- Experience in preparing lesson plans and activities.
- Sound knowledge of early child development and ability to model positive parenting practice.
- Demonstrated commitment to ethical work practices and the rights of Children and Young People.
- Ability to communicate with and establish good working relationships with young children.
- Sensitivity to issues facing early education in rural Aboriginal communities
- Awareness of and ability to network with all relevant services
- Ability to work independently and as part of a team
- Willingness to attend appropriate training
- Excellent verbal and written communication skills
- Computer literate with reasonable typing skills
- Possess a First Aid Certificate or willingness to obtain
- Possess a current unencumbered NSW driver's licence
- Possess a current paid NSW Working with Children Check Number and National Criminal Check.

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