



## Position Description

### Aboriginal Early Years (AEYP) Program Support Worker

**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.**

<b>Position Title:</b>	AEYP Support Worker
<b>Responsible to:</b>	AEYP Coordinator
<b>Supervises:</b>	Nil
<b>Position Status:</b>	Permanent Part Time
<b>Salary:</b>	Salary package will be Level 3 1 based on qualifications, skills and experience under the Modern Award
<b>Location:</b>	Armidale
<b>Hours:</b>	30 hours per week
	Travel is a requirement of the position

### Purpose of position

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The Aboriginal Early Years Program (AEYP) Support 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 AEYP Support Worker will be responsible for engaging with families with preschool aged children, targeting Indigenous children only aged between 2-6 years that are not engaged in early childhood activities or transition to school activities servicing Armidale, Uralla, Walcha and Surrounding areas.

### **The AEYP Support Worker will:**

1. Be responsible to the AEYP Coordinator
2. Implement strategies as set by the Senior Manager & AEYP Coordinator to achieve the goals of the Aboriginal Early Years Program Worker Project
3. Participate in the day to day operations of the AEYP Program
4. Adhere to the Position Description for the AEYP 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 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
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 programs/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 Early Years Program.
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 program.
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 programs 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 logbook.
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 Early Years Program Worker 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

- Relevant tertiary qualifications and/or experience in community services, children's services or family work.
- 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.
- Case management experience.
- Good understanding of the Children and Young Persons (Care and Protection) Act 1998.
- Sound knowledge of EEO, WHS and confidentiality principles.
- Ability to communicate with and establish good working relationships with young people, adults, families and services.
- Sensitivity to issues facing 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 license.
- 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 can achieve and contribute to their full potential in Australian society.

The 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

The Pathfinders vision is to develop thriving communities in which all people can fully participate and develop freely through mutual trust and acceptance. We see this being achieved through collaborative strategies and best practices, a strong and respectful workforce, and advancing bold and progressive ideas and policies.

## PATHFINDERS MISSION

Our mission is to empower people to live with hope and equal opportunity to reach their potential. We provide hope through purpose and passion; generously sharing our expertise, knowledge and resources to make a transformative difference. We create equal opportunity by facilitating access to education, employment and safe housing; breaking down barriers that are obstacles to growth and independence.

## 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 based on religion, gender, race, sexuality or disability
- Quality service provision based on 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 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, Port Macquarie 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 referral services and Out of Home Care services.

***Pathfinders programs and services include: -***

- Youth social, recreational and vocational programs.
- Family referral services 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 referral services
- 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

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**Employee Signature**

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**Date**

## Enquiries

**Application enquiries:** Melissa Colman, Corporate Services Officer  
02 6720 8813 or 0436 029 439

## Guide for Applicant

Pathfinders observes EEO principles when selecting and recruiting staff. Positions are offered based on 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](mailto:hr@pathfinders.ngo)

## Interview

If you are selected for an interview, you will be contacted by telephone. 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.