

## JOB DESCRIPTION

<b>Agency</b>	Department of Education		<b>Work Unit</b>	Early Childhood Education and Care, Larapinta Child and Family Centre	
<b>Job Title</b>	Young Mothers Coordinator		<b>Designation</b>	Administrative Officer 5	
<b>Job Type</b>	Full Time		<b>Duration</b>	Fixed to 30/12/2020	
<b>Salary</b>	\$82,241 - \$86,524		<b>Location</b>	Alice Springs	
<b>Position Number</b>	40427	<b>RTF</b>	180888	<b>Closing</b>	20/01/2020
<b>Contact</b>	Dave Guy, Senior Manager Literacy for Parents Program, Early Childhood and Integrated Services on 08 8999 3507 or <a href="mailto:dave.guy@nt.gov.au">dave.guy@nt.gov.au</a>				
<b>Agency Information</b>	<a href="http://www.education.nt.gov.au">www.education.nt.gov.au</a>				
<b>Information for Applicants</b>	<b>Applications must be limited to a one-page summary sheet and an attached detailed resume/cv.</b> For further information for applicants and example applications: <a href="#">click here</a>				
<b>Information about Selected Applicant's Merit</b>	If you accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: <a href="#">click here</a>				
<b>Special Measures</b>	The NTPS values diversity and aims for a workforce which is representative of the community we serve. Therefore under an approved <b>Special Measures</b> recruitment plan, ATSI applicants will be given priority consideration and preference in selection for this vacancy if they meet all essential selection criteria and are suitable at the position level. For further information: <a href="#">click here</a>				
<b>Apply Online Link</b>	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfid=180888">https://jobs.nt.gov.au/Home/JobDetails?rtfid=180888</a>				

**Primary Objective:** The Larapinta Young Mothers Program Coordinator is responsible for implementing the Young Mothers Program in the Larapinta Child and Family Centre. This includes coordinated health, education and parenting support services.

### **Context Statement:**

Early Childhood Education and Care is responsible for strategically implementing a range of Australian and NT Government early childhood education and care initiatives to improve the quality and integration of early childhood services across the NT. The Child and Family Centre is situated in Larapinta, Alice Springs. The centre offers a range of education, health, parenting and family support services to improve the overall development and wellbeing of children and provide support for their families.

### **Key Duties and Responsibilities:**

1. Develop and co create a program in collaboration with community and relevant agencies and services.
2. Coordinate the daily operation of the Young Mothers Program at the Larapinta Child and Family Centre including collection, maintenance and evaluation of administrative data.
3. As part of the Integrated Services Team and in collaboration with the Child and Family Centre Integrated Services Leader and Aboriginal Coordinator, develop a safe, supportive and culturally inclusive environment that works to engage young mothers in health, education, welfare and good parenting pathways.
4. Effectively engage with young mothers using a strengths based approach to build and maintain positive relationships, provide advice and information, practical support, assisted referrals, outreach and advocacy to ensure the service is responsive to their, and their children's needs.
5. Initiate and maintain collaborative partnerships with a variety of services and agencies to meet the health, education, welfare and parenting needs of young parents and their children.

### **Selection Criteria**

#### **Essential:**

1. Demonstrated ability in mentoring and coaching young women including supporting individual pathway plans.
2. Knowledge and experience in the development and management of educational support programs for young women including knowledge of key barriers to continuing education and services that address engagement strategies.
3. Demonstrated oral and written communication and interpersonal skills to build and maintain effective collaborative partnerships with a range of internal and external stakeholders.
4. Demonstrated organisational skills; ability to work independently and flexibly; use initiative and judgement in problem solving and prioritise commitments and meet critical deadlines.
5. Ability to work and interact effectively with people from diverse cultures, particularly vulnerable and disadvantaged.

#### **Desirable:**

1. Certificate 4 or higher in a youth related field.
2. Experience working within an educational context.
3. Drivers license with LR endorsement.

**Further Information:** Applicants are required to have a Current Working with Children Clearance (Ochre Card) Notice.

**Approved: February 2018, Tricia Wake A/General Manager Early Childhood Education and Care**