

JOB DESCRIPTION

Agency	Department of Education	Work Unit	Larapinta Primary School
Job Title	Child and Family Centre Aboriginal Coordinator	Designation	Administrative Officer 4
Job Type	Full Time	Duration	Fixed for 12 months
Salary	\$67,665 - \$77,678	Location	Alice Springs
Position Number	37104 RTF 169653	Closing	14/07/2019
Contact	Andrea McNair, Early Childhood Integration Leader on 08 8901 1355 or andrea.mcnaire@nt.gov.au		
Agency Information	https://education.nt.gov.au/		
Information for Applicants	Applications must be limited to a one-page summary sheet and an attached resume/cv For further information for applicants and example applications: click here		
Information about Selected Applicant's Merit	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: click here		
Inclusion & Diversity	The NTPS values diversity and aims for a workforce which is representative of the community we serve. We strongly welcome and encourage people from all diversity groups to apply and strive to accommodate people with disability by making reasonable workplace adjustments when required. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer.		
Special Measures	Under an approved Special Measures recruitment plan, Aboriginal and Torres Strait Islander 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.		
Apply Online Link	https://jobs.nt.gov.au/Home/JobDetails?rtfid=169653		

Primary Objective: Provide cultural advice and assist with the coordination of support services to the Child and Family Centre undertaking a range of face to face and office tasks at the Centre and across the community to support engagement of families and children and integration of services.

Context Statement: The Larapinta Child and Family Centre provides programs for children 0-8 years and their families with a particular focus on Aboriginal children and families.

Key Duties and Responsibilities:

1. Develop community engagement activities that support Aboriginal child rearing family practices, the Abecedarian approach and adult learning program and facilitate integration with the Child and Family Centre.
2. Promote the Child and Family Centre to existing and potential participants through a range of mechanisms targeted at diverse community groups including preparation and presentation of professional information sessions to promote understanding and engagement.
3. Provide effective support to community based reference groups including arranging meetings, distributing information and follow-up of issues.
4. Provide administrative support to the Child and Family Centre Manager to foster active community engagement including, data collection, reporting and analysis.
5. In collaboration with the Child and Family Centre Manager, provide assistance with training and professional development of staff within the Centre and the school.

Selection Criteria

Essential:

1. Demonstrated experience in working with early childhood programs and local Aboriginal child rearing practices including organising and facilitating community engagement activities and programs.
2. Demonstrated ability to communicate effectively, negotiation skills, high-level oral and written communication.
3. Sound organisational skills with a demonstrated ability to work independently and to work effectively within a team to achieve organisational objectives.
4. Experience working at a community level and an ability to interact with people from diverse cultures.
5. Working knowledge of computer applications including Microsoft Office and the ability to quickly learn new systems and processes.

Desirable:

1. Experience in community services provision.
2. Driver's licence and first aid certificate.

Further Information: Applicants are required to hold a current Working with Children Notice (Ochre Card) from SAFE NT or have the ability to obtain.