

JOB DESCRIPTION

Agency	Department of Education	Work Unit	Early Childhood Education and Care - Ngukurr Child and Family Centre
Job Title	Young Mothers Coordinator	Designation	Administrative Officer 5
Job Type	Full Time	Duration	Fixed until 31/12/2020
Salary	\$82,241 - \$86,524	Location	Ngukurr - Roper River
Position Number	41231 RTF 173358	Closing	23/09/2019
Contact	Melissa Watters, Ngukurr School on 08 8975 4680 or melissa.watters@ntschoools.net		
Agency Information	www.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 are selected and 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, 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.		
Apply Online Link	https://jobs.nt.gov.au/Home/JobDetails?rtfid=173358		

Primary Objective:

The Ngukurr Young Mothers Program Coordinator is responsible for implementing the Young Mothers Program in the Ngukurr 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 the remote Aboriginal Community of Ngukurr. 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 young program in collaboration with community and stakeholders aspirations
2. Coordinate the daily operation of the Young Mothers Program at the Ngukurr Child and Family Early Learning Centre including collection and maintenance and evaluation of administrative data.
3. As part of the Integrated Services Team and in collaboration with the Child and Family Center 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 level 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.