

Job description

Agency	Department of Education	Work unit	Child and Family Centre - Early Childhood Education and Care
Job title	Young Mothers Program Coordinator	Designation	Administrative Officer 5
Job type	Part Time	Duration	Fixed to 30/06/2022
Salary	\$84,297 - \$88,687	Location	Maningrida
Position number	40424	RTF	206688
Closing	08/03/2021		
Contact	Jody Dixon, Acting Senior Manager Literacy for Parents Program, Early Childhood and Integrated Services on 08 8901 4974 or jody.dixon@education.nt.gov.au		
About the agency	https://education.nt.gov.au/		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfId=206688		

Information for applicants

Applications must be limited to a one-page summary sheet and detailed resume-.

The NTPS values diversity and aims for a workforce that represents the community. The NTPS encourages people from all diversity groups to apply for vacancies. For more information about applying for this position and the merit process, go to the [OCPE website](#).

Under the agency's Special Measures Recruitment Plan eligible Aboriginal and Torres Strait Islander (Aboriginal) applicants will be granted priority consideration for this vacancy. For more information on Special Measures, go to the [OCPE website](#).

Primary Objective

The Maningrida Young Mothers Program Coordinator is responsible for implementing the Young Mothers Program in Maningrida, including 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 Palmerston Child and Family Centre is situated in Palmerston and offers a range of education, health, parenting and family support services to improve the overall development and wellbeing of children and their families.

Key Duties and Responsibilities

1. Develop and co create a program in collaboration with community and stakeholders aspirations.
2. Coordinate the daily operation of the Young Mothers Program at the Maningrida 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. Driver's license with LR endorsement

Further Information

The successful applicant will be required to hold a current Working with Children Clearance (Ochre Card) notice.

Approved: Tuesday, 1 September 2020

Randall Cook, Acting General Manager Early Childhood Education and Care