

JOB DESCRIPTION

Agency	Department of Education	Work Unit	Connected Beginnings
Job Title	Connected Beginnings Family Liaison Officer	Designation	Administrative Officer 4
Job Type	Full Time	Duration	Fixed to 31/12/2019
Salary	\$67,665 - \$77,678	Location	Tennant Creek
Position Number	41109 RTF 171829	Closing	29/08/2019
Contact	Deborah Hartman on 08 8962 4544 or Deborah.hartman@nt.gov.au		
Agency Information	www.education.nt.gov.au		
Information for Applicants	Applications must be limited to a one-page summary sheet and an attached detailed 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		
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=171829		

Primary Objective: The Connected Beginnings Family Liaison Officer is part of the Connected Beginning team leading consultation and engagement processes with Aboriginal organisations, families and community members in the Tennant Creek Connected Beginnings project to increase the number of vulnerable and disadvantaged children and families accessing early childhood services in the community.

Context Statement: Through a partnership with the Australian Government, Connected Beginnings Tennant Creek is an Early Childhood school based initiative targeting vulnerable Indigenous children from birth to 5 years to improve their social, emotional and cognitive readiness for school by coordinating service delivery and strengthening family and community engagement for this group. The position will work closely with health and family service agencies in the region to implement the project and be responsible for documentation, data collection and collation.

Key Duties and Responsibilities:

1. Assist in family engagement with responsive and appropriate early learning and family support programs that meet the needs of Aboriginal children and their families, build on families' strengths and add value to a range of Aboriginal child and family services within the community.
2. To assist the Connected Beginnings team to engage with culturally appropriate practices to support the delivery of an integrated service system across health, education and family services
3. Assist to establish and maintain close working relationships and networks with local community stakeholders.
4. Maintain a leadership role within the community in aspects of information and advice on early learning and parenting.
5. Assist the Director and Family and Community Engagement Manager with administrative tasks to foster positive and inclusive learning environments.
6. Work as part of a team with the Director and Family and Community Engagement Manager regarding the needs of vulnerable children and their families.
7. Assist in the establishment of close working relationships and networks with Aboriginal organisations as key partners to support the implementation of the Connected Beginnings project.

Selection Criteria:

Essential:

1. Thorough understanding and appreciation of Aboriginal child rearing practices and demonstrated knowledge of early childhood development of families in Tennant Creek and nearby communities.
2. Demonstrated ability to use relevant local language(s) and communicate clearly in English both orally and in writing; and a clear understanding of local and cultural issues in early childhood services provision.
3. Experience working as part of an effective team, with the capacity to work unsupervised, collect and collate relevant data on computer and to exercise sound judgement.
4. An ability to interact effectively with people from diverse cultures, with strong negotiating and liaison skills.
5. Current NT Working with Children Notice (Ochre Card) and current NT drivers licence.

Desirable:

1. Possess Certificate 3 in Early Education and Care and/or Certificate IV in Training and Assessment.
2. A knowledge of the early childhood service agencies and programs in the local community.
3. Sound computer skills and use of Microsoft Office programs

Further Information: This is a fixed vacancy to 31 December 2019. Extensions of the position may be possible subject to future funding and suitable performance.

Approved: 1 August 2019

Approving Delegate: Deborah Hartman, Director, Connected Beginnings Tennant Creek.