

## JOB DESCRIPTION

<b>Agency</b>	Department of Education		<b>Work Unit</b>	Early Childhood Education and Care	
<b>Job Title</b>	Families as First Teachers Family Liaison Officer		<b>Designation</b>	Administrative Officer 4 92%	
<b>Job Type</b>	Full Time		<b>Duration</b>	Fixed to 31/12/2020	
<b>Salary</b>	\$63,808 - \$73,250		<b>Location</b>	Ngukurr – Roper River	
<b>Position Number</b>	28715	<b>RTF</b>	176952	<b>Closing</b>	11/11/2019
<b>Contact</b>	Peter White, A/Principal, Ngukurr School on 08 8975 4680 or peter.white@ntschoools.net				
<b>Agency Information</b>	<a href="http://www.nt.gov.au/det">www.nt.gov.au/det</a>				
<b>Information for Applicants</b>	<b>Applications must be limited to a one-page summary sheet and an attached 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 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: <a href="#">click here</a>				
<b>Inclusion &amp; Diversity</b>	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.				
<b>Special Measures</b>	Under an approved <b>Special Measures</b> 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.				
<b>Apply Online Link</b>	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfId=176952">https://jobs.nt.gov.au/Home/JobDetails?rtfId=176952</a>				

**Primary Objective:** The Families as First Teachers (FaFT) Family Liaison Officer is part of the school's birth to 3-engagement work and will prepare children for learning by supporting the Family Educator to develop and deliver a range of culturally appropriate early learning place based programs for remote Indigenous families (birth to 3 years) in the community.

**Context Statement:** The FaFT program is an early learning and family support program for vulnerable and disadvantaged Indigenous families with children prior to school entry (birth-3 years). The FaFT Family Liaison Officer will be the primary source of advice to ensure that programs are respectful of Indigenous parenting and cultural issues. This position will have a critical role in negotiating with community members and agencies in the development and delivery of a place based program. It will also use relationships, knowledge and skills to engage families and community in the program. FaFT programs will work across agencies in communities to promote optimal child development, family engagement in early learning and family support.

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

1. Assist in the delivery of responsive and appropriate early learning and family support programs that meet the needs of remote children and their families, build on families' strengths and add value to a range of Indigenous child and family services within the community.
2. Support the delivery of the Abecedarian Approach Australia (3a) which is an evidence-based program to enhance adult/child interaction and improve the educational outcomes for children in low socio economic communities.
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 Family Educator with administrative tasks to foster positive and inclusive learning environments.
6. Work as part of a team with the principal, family educator and regional program advisor regarding place based programs and requirements to effectively support families and communities.
7. Participate in continuous professional development and accredited training, including Abecedarian Approach Australia (3a).

### **Selection Criteria:**

#### **Essential:**

1. Thorough understanding and appreciation of Indigenous child rearing practices and demonstrated knowledge of early childhood development of families in remote 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 in remote Indigenous communities, with the capacity to work unsupervised, 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. Relevant experience in the development and delivery of adult capacity within the local community.
2. Possess Certificate IV in Training and Assessment.

Approved: October 2019

Peter White, Principal. Ngukurr School