

POSITION DESCRIPTION

Title:	<i>Lifetime Learning Aboriginal Family Worker, Wagga Wagga NSW</i>
Enterprise Agreement:	Community Sector Multiple Enterprise Agreement 2009
Classification:	Community Services Worker Grade 3 (NSW)
Usual work location:	Griffith with outreach to Leeton included
Cost Centre:	524
Usual hours of work:	Part time 45 hrs. per fortnight Fixed term contract until Dec 30th 2019
Position Objective:	The Aboriginal Family Worker aims to build family capacity for Aboriginal families by providing support to families using partnership, strengths-based and family-centred approaches. Support is provided through the delivery of supported playgroups, parenting information sessions and workshops, school readiness programs and community events.
Program Aims:	The Lifetime Learning Program is an Indigenous community based Children and Schooling program that is funded through the Prime Minister and Cabinet's Indigenous Advancement Strategy. The program aims to build resilience in families by providing early intervention and prevention services and resources that are aimed at improving children's development, wellbeing and education and supporting the capacity of those in a parenting role.

Position**Responsibilities:**

- Deliver an integrated support service for children 0-5 years and their families, with a focus on prevention services to improve experiences of social and economic exclusion.
- Provide a broad range of supports that assist a family to establish positive relationships and interactions with their child/children.
- Deliver evidence based and well evaluated parenting services including group work, supported play groups and individual family support. Participate in the planning, development and implementation of a range of educational experiences to stimulate children's learning and confidence.
- Provide assistance that increases opportunities for caregivers of young children to have access to activities which develop social networks including participation in activities which aim to increase their knowledge and skills.
- Assist with community driven activities and projects that promote community participation enhance parenting experience and meet program objectives.
- Develop a relationship with families that will support the development of new skills and confidence in the parent.
- Resource and support parents with information as requested (where possible) and to refer families where additional support is required.
- Work collaboratively and in partnership with external organisations.
- Build a positive culture within the service which is aligned with Anglicare's values and Strategic Plan.
- Adhere to privacy and confidentiality policies as outlined in Anglicare's Policies and Procedures.
- Promote and maintain safe work practices in accordance with Anglicare's WH&S Policies and Procedures.
- Assist with reporting in written form to external funders and internal management.

Key Behaviours:

- Personal and professional development - demonstrated experience and understanding of the need for continuation of both personal and professional development.
- Customer service - excellent communication and interpersonal skills including demonstrated experience in liaising with a wide range of internal and external clients.
- Administration and documentation - through the use of organisational processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.
- Technical skills and application - demonstrated knowledge and application of the skills required for this position. This includes knowledge and understanding of appropriate equipment, legislation, policies and procedures.
- Teamwork and communication - demonstrated ability to participate as an active member of a team, consistent with the philosophy and policies of the organisation.
- Continuous improvement - commitment to ensuring quality services are delivered to both internal and external clients through continuous improvement activities.

Key Skills:

- Experience in assisting and encouraging clients to develop appropriate self confidence and, where appropriate, assist clients to achieve self reliance and self responsibility.
- Experience in working in cross cultural situations, particularly with Aboriginal clients and/or communities
- Liaise and advocate with other community service representatives.
- Understanding of all relevant external legislation and internal policies.

Key knowledge areas:

- Thorough knowledge of issues affecting Aboriginal families who may be experiencing significant incidences of disadvantage.
- Knowledge of Aboriginal culture.
- Knowledge of local services, support networks and relevant agencies within Griffith and Leeton.

Key experience:

- Experience working with families who may be experiencing significant incidences of disadvantage.
- Demonstrated ability to work with all Aboriginal people, and/or community organisations.
- Experience in working with external providers to achieve the best possible outcomes for the client.

Qualifications:

Certificate IV in Community Services or Early Childhood – (Diploma qualifications preferred) and relevant experience working with families and children.

Requirements:

All applicants will be required to:

- Address the Key Requirements below, incorporating experience/knowledge from the Key areas above. (Maximum two pages)
- Submit a current resume, including two relevant work referees.
- Have a Working with Children Check through the Office of the Children’s Guardian (NSW).
- Undergo both a National Criminal History Check and a psychometric profiling instrument – Safe Select™ prior to appointment.

Reports to:

Coordinator Child and Family Services (Anglicare Riverina)

Key Requirements

Lifetime Learning Aboriginal Family Worker

Essential

- Certificate IV in Community Services or Early Childhood – (Diploma qualifications preferred) and relevant experience in working with families and children.
- Demonstrated ability to work with all Aboriginal people, and/or community organisations.
- Knowledge of, issues relating to substance abuse and mental illness, domestic violence, crisis intervention models, grief and loss in the context of family separation, negotiation and conflict management, as well as an understanding of childhood trauma and development.
- Highly effective communication and negotiation skills when working with individuals and groups.
- Strong Networking and partnership building skills.
- Sound understanding of issues affecting Aboriginal families who maybe experiencing significant incidences of disadvantage.
- Demonstrated resourcefulness and creativity to respond to rapidly changing circumstances.
- Ability to work independently, and as part of a team, and have an ability to work occasional flexible hours.
- Demonstrated computer, administration and organisational skills.
- Current Driver's Licence.

Desirable – Experience in delivering parenting programs such as Triple P, 123 Magic.