

# Nepean Community & Neighbourhood Services

## Position Description

<b>Title:</b>	Aboriginal Early Childhood Worker
<b>Status:</b>	Permanent Part Time (contract to December 2017)
<b>Hours/Days:</b>	18 hours per week
<b>Requirement:</b>	Aboriginality
<b>Salary &amp; Conditions:</b>	In accordance with SCHADS Level 4 and above award conditions
<b>Accountable to:</b>	Day-to-Day – Team Leader Early Childhood Overall – NCNS Board of Management & General Manager
<b>Funding:</b>	Indigenous Advancement Strategy

### Overall Aim:

Working with families to increase measures per the IAS guidelines

#### **1. Primary Responsibilities**

- Develop, implement and supervise a new Aboriginal Supported Playgroup at St Marys, based on the successful Kooly Playgroup model
- Foster partnerships to bring early childhood services to create a holistic wrap-around playgroup (eg Immunisation Clinic; Early Intervention Screening; Speech & OT; hearing checks)
- To attend home visits with the Aboriginal Family Worker to advise and support the families on issues impacting children.
- Develop engaging and fun children's activities and participate in outreach children activities with other NCNS staff – to engage new families in the service
- To support the positive interaction of parents/carers with their children at any activity taking place
- To develop effective referral links and networks to NCNS activities (eg parenting programs) as well as referrals to the casework team
- To ensure that relevant and up-to-date information is available for Aboriginal families.

#### **2. Core Responsibilities**

##### **a. Team Maintenance**

- To work as a team member
- Ability to work unsupervised as required
- Develop and maintain team relationship – providing support and feedback
- Attend monthly team meetings, organisational planning, evaluation and team building days or other activities as they evolve.
- Ensuring the workplace, work premises, work practices and plant and equipment used by staff, contractors, clients and visitors are without risk to health and safety – as far as is reasonable and practical

##### **b. Administration**

- Maintaining administrative workload – time sheets, case notes, statistics, correspondence, filing, cheque requisitions, quarterly worker's report and other documentation as required
- Adhering to Spyns Inc's Policies and Procedures, Code of Ethics and Code of Conduct

- Working within the defined budget
  - To assist the organisational development of NCNS by attendance at designated working parties
- c. Professional Development**
- Attend and participate in regular supervision with your supervisor
  - Participate in annual staff appraisal process
  - To keep abreast of issues impacting on your work
  - Attend conferences/training as appropriate
- d. Service Promotion**
- To represent the program and the organisation in a positive and professional manner in all dealings with other agencies or service users
  - To promote the service through the community and with community partners

**Please note** that under our Child Protection and Notification Policy all staff will need to Provide their current Working With Children clearance number.