

POSITION DESCRIPTION

Position:	Family Engagement Worker - Communities for Children Closing the Gap Project
Location:	Greater Shepparton
Employed by:	Lulla’s Children and Family Centre (funded by Communities for Children)
Status:	1.0 EFT (SCHADS 4)
Duration:	to 30/06/2019

Context

The Closing the Gap (CTG) Collaboration Program commenced in 2016 as a Greater Shepparton Communities for Children Community Development initiative, and comprises the following organisations:

- Rumbalara Aboriginal Cooperative
- Lulla’s Children and Family Centre
- Save the Children
- Kildonan UnitingCare
- Department of Health and Human Services
- Greater Shepparton City Council – Child and Youth Services team
- Greater Shepparton Lighthouse Project
- Murray Primary Health Network
- The Bridge Youth Service
- Department of Education and Training
- Melbourne University

The CTG Collaboration identified activities to undertake to achieve the **Closing the Gap** Key Priority Area objectives in the Communities for Children Community Strategic Plan 2017-19. The Closing the Gap Collaboration uses a Collective Impact framework to mobilise all the leadership, expertise and resources available in the community to direct towards:

- Closing the gap in engagement and participation by Aboriginal children and families in universal services such as Maternal and Child Health, Kindergarten, supported playgroups, allied health and primary schools in Greater Shepparton

Purpose and Context of this position:

The position sits within the context of the broader Closing the Gap Collaboration, as one of a suite of activities that contributes towards the wider program outcomes.

The role of the Closing the Gap Family Engagement Worker is to increase and sustain levels of engagement and participation by disengaged Aboriginal families in Maternal and Child Health, Kindergartens, supported playgroups, primary schools and other universal and specialist services.

Key Result Area	Major Tasks	Measurement Criteria
Service Delivery	<ul style="list-style-type: none"> • Undertake consultation and engagement activities with local Aboriginal families • Identify the barriers to engagement with universal services and inform the CTG Group • Locate and make connections with marginalised/disengaged Aboriginal families in the Greater Shepparton area • Work with Rumbalara Aboriginal Cooperative and staff at Lulla’s Children and Family Centre to improve engagement by all disengaged Aboriginal families • Work alongside Council’s Child and Youth services team and other local community services to connect Aboriginal families to services and programs (MCH, Kinder, primary health, supported playgroups, etc.) • Assist families to attend appointments, participate in health checks, and engage their children in the early years’ services of their choice. • Attend CTG Group meetings 	<ul style="list-style-type: none"> • Participation in consultation activities with Communities for Children Closing the Gap collaboration and the local Aboriginal community • Identification of gaps and barriers to engagement/participation in universal and specialist services by Aboriginal families • Identification of activities and approaches to help increase engagement by Aboriginal children and families in universal services • Number of referrals of Aboriginal families to universal and specialist services and programs • Increased numbers of Aboriginal families engaging and participating in universal services and programs, such as MCH, Kinder, supported playgroups, etc.
Working in a team	<ul style="list-style-type: none"> • Work towards the collective targets/goals of the CTG Collaboration 	<ul style="list-style-type: none"> • Targets of engagement with families are being reported to the CTG Reference Group and are on track

Key Result Area	Major Tasks	Measurement Criteria
Implementation of relevant legislation, practice and policy	<ul style="list-style-type: none"> • Demonstrate compliance with the relevant funding and contractual guidelines (eg. Communities for Children, WWC) and other relevant legislations • Ensure the confidentiality of all project information under the Privacy Act, Agency Guidelines, Program requirements and Sector expectations • Adhere to organisational policies and procedures • Support a culture of Occupational Health and Safety at all times 	<ul style="list-style-type: none"> • Delivery of services within legislative compliance framework • Supervision records and staff appraisal regularly undertaken and available in personnel file • Confidentiality maintained and record keeping attended to according to legislative and organisational requirements • Adherence monitored through supervision and staff development processes • Monitored through supervision and participation in organisation and team processes

Responsibility and Authority

The Closing the Gap Family Engagement Worker is employed by Lulla’s Children and Family Centre, but will be expected to work at a range of locations across the community sector, particularly with the Maternal and Child Health team at Greater Shepparton City Council. The Closing the Gap Family Engagement Worker will report to the Communities for Children Closing the Gap collaboration group and will provide progress updates, and feedback from families at scheduled meetings.

Key Skills, Experience and Qualities (Key Selection Criteria):

- Previous experience working with local Aboriginal children and families in a community engagement capacity
- Experience of, and commitment to, working with all sectors of the Aboriginal and broader community sector to achieve positive outcomes for families
- Excellent understanding of the local community, including how to engage effectively with local Aboriginal families
- Commitment to the provision of high quality, community based, outcomes-focused services and activities
- Thorough understanding of the diversity and needs of the Greater Shepparton Aboriginal community and families
- Demonstrated high level communication and interpersonal skills in a cultural setting
- Previous government and/or community based engagement experience
- Ability to work collaboratively and effectively as a member of a team towards targeted outcomes

Special Requirements and Conditions of the Role:

- The role requires the applicant to be Aboriginal and/or Torres Strait Islander
- Applicants should possess a current Victorian Working with Children Check. The agency will undertake a Criminal Records Check prior to the successful applicant commencing in the role.
- Applicants must have a full and current driver's licence valid for driving in Victoria
- Excellent salary packaging arrangements are available
- This position has an initial probation period of six months

Job Conditions

Conditions of Employment are in accordance with the Social, Community, Home Care and Disability Services Industry Award 2010.

Salary includes 9.5% superannuation and 17.5% annual leave loading.

There may be occasions when out of hours work is necessary to complete tasks.

Application Process

Please include a current Resume and a statement clearly addressing the Key Selection Criteria.

We encourage all potential applicants to discuss the position prior to submitting an application.

For further information about the position, please contact Miranda Edwards on: **03 4800 5295**

Address your application marked:

'Private & Confidential'

Miranda Edwards

Director

Lulla's Children and Family Centre

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All applications close on **Friday, 15 September 2017.**

Applications may be posted, e-mailed or hand delivered.