

Position Description

Private and Confidential

Facilitator of Aboriginal Families as Teachers Aboriginal Identified Role

The Organisation

LiveBetter is an organisation formed through an amalgamation of several like-minded, regionally based community service organisations that recognised the need for specialist service provision for the people of regional Australia.

Delivering a range of aged, disability, carer, child & family, mental health and clinical services, LiveBetter takes a holistic approach to working with customers seeking to ensure that customer needs and preferences are met. As well as service delivery LiveBetter assists customers with information, linking and referrals.

The major organisations that merged to form LiveBetter are CareWest [Central West, Orana, Far West, Northern and Riverina Murray regions of NSW], Excelcare [Central Queensland], Age Concern [Albury NSW], Family Link [Wagga Wagga NSW], There4U [Central Queensland], Home and Community Care services [Broken Hill], Translinc [Central West NSW], Nambucca Valley Phoenix, Open Arms Care [Mid North Coast NSW] and Leapfrog Ability [Hunter NSW]. Several other organisations had previously amalgamated with CareWest over the past ten years.

LiveBetter and its antecedent organisations have undergone a period of significant growth, with continuing growth in staff numbers, service capacity and diversity and geographic spread. To support this growth, LiveBetter invests heavily in corporate infrastructure and management systems as well as staff training and development.

LiveBetter employs approximately 1500 staff operating in offices, homes, preschool, respite centres and community hubs across regional and rural Queensland and NSW. Working alongside our staff are more than 250 volunteers who provide extra support and services to our customers and communities. Our annual revenue is now more than \$90 million with strong growth forecast.

LiveBetter is positioned as one of the largest regionally-based providers of community services in Australia. Although we are a large organisation, we remain focused on ensuring programs and services are provided by local staff, and tailored to the individual needs of local people and communities.

Our Purpose: Enabling the people in regional rural and remote Australia to live their best lives.

Our Values

LiveBetter's Values guide the way we conduct ourselves. This includes how we interact with our clients, community and business partners and how we treat each other. LiveBetter's Values are:

- **Integrity:** We live out our values, are honest and ethical in all our dealings and are accountable for our actions.
- **Respect:** We value the individual. We recognise the rights and choices of the client, employees and the community. We encourage teamwork and support diversity within the team.
- **Cooperation:** We strive to identify and create value from partnerships and alliances with other organisations, agencies, businesses, communities and within our own organisation.
- **Empowerment:** We believe that individuals and communities should be encouraged and supported to realise their full potential.
- **Excellence:** We strive for excellence and best practice in all that we do as individuals, teams and as an organisation.

The Position

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| Position title: | Aboriginal Families as Teachers Facilitator |
| Location: | Orange |
| Job type: | Fixed term part time (42 hours per fortnight) |
| Reports to: | Project Officer (Kim Gray) |
| Direct reports: | Nil |

Child and Family Services

LiveBetter Child and Family Services team provide support to a diverse group of Customers across the organisation. Child and Family Services are primarily concerned with providing children and their families' opportunities to overcome obstacles to participation within their communities. The key projects undertaken by the Service include, LiveBetter Preschools, Ability Links, ParentsNext, Out of School Hours Care and Caring for Burray.

Position Description

This role will facilitate the running of Aboriginal Families as Teachers program. Key accountabilities of the position include:

- Developing relationships that support and partner with families and the Community;
- Ensuring that the policies of the organisation are implemented;
- Ensuring that the service and staff acts on the organisation's commitment to continuous improvement wherever possible.
- Develop play based educational program to support Aboriginal families and their children
- Document learning outcomes of program

Responsibilities

Educational program and practice

- Facilitate the successful implementation of Aboriginal Families as Teachers.
- Ensure the early childhood program meets the objectives of the program to help children and families develop:
 - Support Aboriginal families to provide developmentally rich home learning environments for children birth to five years
 - Promote literacy and numeracy rich home learning environments
 - Build family confidence in their ability to support their health
 - Support Aboriginal Children and their families for successful transition to school
 - Promote importance of early childhood education within families and communities, including participation in a quality early childhood education program for 600 hours in the year before school (at a minimum)
- Implement inclusive practice and lead an environment which honours diversity.
- Guide, Mentor and support families in understanding a play-based learning environment responsive to children's interest, strengths and abilities to implement in their home environments.

- Planning, implementation, evaluation and critical reflection of programs which reflect the emerging skills and interests of children and family's needs.
- Plan children's learning and the documentation of this to make their learning visible.
- Maintain ongoing records of the child's development and records of children's play and learning against learning outcomes.
- Reflecting on program considerations relating to inclusion and the community of Aboriginal and Torres Strait Islander, culturally and linguistically diverse families.
- Be aware of community programs to support families

Children's health and safety

- Ensure that the children are safe and adequately supervised at all times.
- Ensure that the environment is safe, supportive, stimulating and educational for children.
- Ensure that you are aware and respond positively and consistently to children's and families additional needs/ Requirements – diet/allergies, developmental etc.
- Ensure a high standard of hygiene in compliance with procedures and policies.
- Administer first aid in compliance with procedures and policies.
- Ensure that the LiveBetter Child Protection Policy is implemented by:
 - comply with child protection in the workplace – responding to allegations of reportable conduct against employees; and
 - Informing the project officer of all allegations or convictions of a child protection nature against an employee or families, of which you become aware.

Physical environment

- Resource the program with appropriate equipment
- Facilitate timely repairs and maintenance.
- Ensure effective processes are in place to meet WHS requirements.
- Ensure all environments used in program are left clean and tidy at the end of each session
- Ensure policies and procedures are implemented as per the Workplace Health and Safety and LiveBetter Incident Management System;

Staffing arrangements

- Demonstrate strong leadership skills in education and relationship building.
- Promote a healthy environment and develop positive channels of communication to ensure a smooth-running program.
- Participate in ongoing professional development and training programs as required.
- Attend staff meetings, family meetings and Meetings as required.
- Implement the LiveBetter Work Health and Safety policy:
 - Investigate workplace hazards and ensure corrective actions are implemented;
 - Report on WHS issues within the Program and ensure workplace inspections are carried out as per policy.

Relationships with children

- View and respect children as competent and capable.
- Promote positive, comforting and nurturing relationships with children.
- Ensure documentation of children's learning is professionally presented and an authentic representation of children's growth and development.
- Ensure that the program provides a supportive and safe educational environment.

Collaborative partnerships with families and communities

- Promote clear communication with the community, key stakeholders and families.
- Build effective networks with early childhood practitioners within the local area and other relevant community organisations and government agencies.
- Share information with families relating to their child and the activities of the program.
- Encourage families to contribute to the community.
- Manage events and experiences with children which promote awareness of our community and reflect child-centred learning.
- Implement evaluation strategies (e.g., satisfaction survey) to determine parents/communication views to use for future planning.

Leadership and service management

- Submit regular reports to the project officer on the program as required.
- Ensure that the project officer is informed of current issues within the service.
- Positively promote and market the program including to governments and other agencies and facilitate promotional activities.
- Ensure effective enrolment procedures and bookings.
- Participate in any internal or external evaluations of the program.
- Organise documentation of meetings held within the program.
- Be aware of and develop skills relating to administrative functions of the program.

Any other reasonable duties specified by the Manager.

Risk

All staff must be aware of operational and business risks.

- Provide input into various risk management activities assist in identifying risks and controls
- Report all emerging risks, issues and incidents to their manager or appropriate officer

Person Specification (Selection Criteria)

Essential

- Minimum of 3 years' experience in working with Aboriginal families in an early childhood environment.
- Minimum of Certificate 111 in Children Services or equivalent **OR** equivalent relevant experience
- First Aid Certificate
- Current Australian Drivers Licence
- High level communication skills allowing you to build relationships with staff, families, and the community
- Aboriginality is a genuine occupational qualification and is authorised by s14(d) of the Anti-Discrimination Act 1977. Applicants must demonstrate they have:
 - Proof of Aboriginality
 - Be accepted and identified as Aboriginal and
 - Demonstrate active membership within the Aboriginal Community

Desirable

- Previous experience in the early childhood development, playgroup environments and parenting/family programs.

Other Requirements

- Undertake and pass a national criminal check.
- Undertake and pass a pre-employment medical (including drug and alcohol screening).

- Undertake and pass a working with children check.

Remuneration

Salary dependant on skills and experience of the successful candidate and in accordance with relevant award the will be negotiated. Salary packaging opportunities are available.

I hereby acknowledge that I have received my Position Description and understand what my duties and responsibilities are:

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| Employee Name: | | Date: | |
| Signature: | | | |