



Ngroo Education Aboriginal Corporation

Mt Druitt Connected Beginnings

Are you looking for an opportunity to work for a dedicated not-for-profit Aboriginal Community Controlled Corporation, that is committed to delivering program's that are led by the voices of our Aboriginal & Torres Strait Islander community in Western Sydney?

Vacant Position- Triage Officer (Targeted Role)

About Ngroo Education Aboriginal Corporation:

Ngroo Education Aboriginal Corporation is a not-for-profit body whose objective is to support our Aboriginal and Torres Strait Islander children to grow up, strong, healthy, and feeling connected, with opportunities to achieve positive life outcomes in a society where we are understood, respected, and valued. We understand the importance of our culture being passed from generation to generation as we continue the journey that our ancestors created, and the importance of continually sharing this with non-Indigenous people.

Mt Druitt Connected Beginnings Program objectives are:

Is to address the elevated levels of developmental vulnerability, long waiting list, issues in accessing Culturally appropriate services and the barriers that our families may face when trying to access, early childhood education and care services in the Mt Druitt 2770 area.

Our Connected Beginnings team are about strengthening the child service system by having our Aboriginal & Torres Strait Islander in the Mt Druitt community voices lead the way. The team does this by using the principles of the collective impact approach, which will support us to ensure we have our mob's voices at the centre and then shared across the service system.

Position Description

Our triage worker plays significant role within our Mt Druitt Connected Beginnings Program, and this is achieved by working with Ngroo Education's Executive Director, Connected Beginnings Executive Programs Manager, our other program staff, our community, and other services providers.



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Duties & Key Responsibilities

- Overseeing all referrals to our Connected Beginnings program through an intake, referral process
Managing our referral email inbox.
- Provide a soft entry referral process for our Aboriginal and Torres Strait Islander children and their families and to provide support on how to navigate the community services sector.
- Provide feedback to referrers and clients about the progress of their referral and provide all relevant information to our stakeholders, including clients, about the Connected Beginnings Program either via telephone, mail, email, and home visiting.
- Contribute to quality Improvements in the intake and assessment referral process in consultation with the management team.
- Oversee and coordinate Ngroo Education Speech therapy and our outreach hearing program.
- Provide transport when necessary to our Aboriginal & Torres Strait Islander children and their families to be able to access our community programs.
- Continue to build and maintain strong relationships with all new and current partnerships with Aboriginal & Torres Strait Islander Mt Druitt community, non-government, and government agencies.

Employment details

- Permanent Part time, 4 days per week from 8.30am to 4.30pm, Monday to Thursday (these days and/or hours may be negotiated on request).
- Our office is currently based at Tregear Public School, Wilkes Cres Tregear 2770.

Salary

- (SCHADS) Social, Communities, Home Care and Disability Services Industry Award 2010
- As a Not-for-profit corporation, our employees can take advantage of salary packaging options.

Minimum Experience/Qualifications:

- Excellent verbal and written communication skills.
- Competent in all Microsoft Office 360 applications such as excel, outlook and word documents.
- Certificate IV in community service and/or willing to obtain further training if required.
- Previous work experience in the community service sector, community engagement and development sector.
- Works well within a small team environment, with minimum supervision and direction.
- Current Working with Children Check, criminal record check (*desirable*) and current NSW driver's licence.



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Apply Now

(Closing date: 5:00pm Friday 8th of September 2023)

(Under Section 14 of the Anti-Discrimination Act 1977, we encourage all Aboriginal or Torres Strait Islander people to apply)

How to Apply

1. A cover letter with a detailed written response to the selection criteria. (Below)
2. A copy of your current resume.
3. Details of two referees (at least one recent employer in the past 2 years) Please send your application to our Admin@ngrooeducation.org.au inbox. if you would like to know more information, please contact the office on, 02 9628 6301.

Selection Criteria

1. Demonstrate how you would develop and maintain professional relationship with our local Aboriginal & Torres Strait Islander community, local services, peers, and all relevant key stake holders.
2. Knowledge of local support services and the ability to advocate on behalf of the Aboriginal & Torres Strait Islander Children and their families.
3. Knowledge and understanding of the barriers experienced by Aboriginal & Torres Strait Islander children and their families when accessing early education learning, maternal and childhood services, and all other support services in the Blacktown LGA area.