



- **Are you passionate about working in the Mt Druitt 2770 Community?**
- **Do you want to be part of change which is led by community voices in the Mount Druitt 2770 Community?**
- **Are you passionate about your mob and First Nations people?**
- **Do you want to work for a small Aboriginal NGO?**

APPLY NOW

Family Linker

Program Objective

The objective of the Australian Government's *Connected Beginnings* program is to support the integration of early childhood, maternal and child health and family support services with schools in several disadvantaged Indigenous communities for children to be prepared for school.

Through this integration of a range of services, the project aims to support the healthy development of Indigenous children aged birth to five with the aim of ultimately promoting successful transition to school. Over time, this will contribute to reducing the disparity in school readiness and educational outcomes between Indigenous and non-Indigenous children.

To achieve this the Mt Druitt *Connected Beginnings* program operated by Ngroo Education Incorporated focuses on:

- Indigenous children from birth to school commencement age;
- Indigenous pregnant women, mothers and families with Indigenous children up to school commencement age; and
- The range of services they need in the community.
- Through community consultation and engagement



Position Description

The position is key to delivering the *Connected Beginnings* program and works with the Executive Director and other program staff to carry out the *Connected Beginnings* program objectives, which are to ensure early years learning outcomes for Indigenous children and families in Western Sydney.

Job Description and Duties

- Maintaining and managing referrals to the Connected Beginnings program through an intake and referral process and overseeing the program email inbox.
- Provide a soft referral process to Indigenous Families to help them navigate the Community Services Sector.
- Provide feedback to referrers and clients about the progress of their referral as appropriate and information to stakeholders, including clients, about the Connected Beginnings Program either via telephone, mail, email and Home Visiting.
- Ensure all required data for the funding body is available to be entered into Ngroo Educations Incorporated reporting system and DESE reporting tools e.g., E-Portal Systems
- Generate reports, including any other as requested by the Ngroo Education Executive Director in a timely manner.
- Contribute to Quality Improvements in the Intake and Assessment referral process in consultation with the Director and the Connected Beginnings team
- Provide administrative support to the Connected Beginnings Team as directed by the Director, including but not limited to: minute taking, photocopying, preparing letters, answering calls and other general administrative duties.
- Providing transport to Families.
- Building and maintaining strong partnerships with NGO and Government agencies



Status

- Social, Communities, Home Care and Disability Services Industry Award 2010 (SCHADS). Level 3 pay point 1.
- Permanent Part time, 4 days per week from 8:30 am to 4:00 pm.
- Ongoing employment contract is subject to a six-month probationary period review and assessment.
- Continued employment is subject to Connected Beginnings program funding.

Hours

- 8:30 am to 4:00 pm, Monday to Thursday. Includes a 30-minute unpaid break.
- Weekly total of 28 paid hours.

Salary

- \$ 32.54 per hour, plus Superannuation, according to government regulations.
- A car/travel allowance of currently \$0.80 per kilometre is paid for use of your private vehicle for business purposes, based on maintaining a signed logbook per vehicle. If your private vehicle is required for business use it must be comprehensively insured and proof of registration and insurance is required.
Note: The car/travel allowance rate is subject to the SCHADS award.

Selection Criteria

Please provide a written response to the following criteria for submission of your application with relevant documentation.

- Must be Aboriginal or Torres Strait Islander (N.B. An applicant's race a genuine occupational qualification and is authorised under Section 14 of the Anti-Discrimination Act 1977, NSW).
- Minimum of Certificate IV in Community Services and/or minimum of 2 years' relevant work experience.
- Knowledge and direct experience with databases, including data entry, data uploads, cleansing of data and management of reports.
- Demonstrated organisational skills with the ability to multi-task and meet deadlines.
- Ability to work independently with minimal supervision while having regard for team and organisational needs.



- Strong written and oral communication skills with the ability to draft reports, minutes, and correspondence with a high level of accuracy and attention to detail.
- Intermediate proficiency with Microsoft Office 360 including Outlook, Word, and Excel.
- A current and cleared for paid employment Working with Children Check.
- A current NSW drivers' licence.
- desirable' not mandatory requirement a strong understanding of Early Intervention Services in the Mt Druitt 2770 area

Closing: Applications close on **Friday 10th September at 5:00pm**. All queries to Krystle Daley, Executive Director of Ngroo Education Incorporated on 0427 023 885 or Krystle.Daley@ngrooeducation.org

Read Before Apply

Do you have a current Working With Children (WWC) Check?

Do you have experience in a community outreach environment?

Do you have a current Australian driver's licence?

Do you have experience working with Aboriginal or Torres Strait Island communities?

Which of the following Microsoft Office products are you experienced with?