

<b>Position title</b>	Children and Schooling Program Educator <i>This is an Aboriginal Designated Position, classified under 'special measures' of Section 12 of the Equal Opportunity Act 2010. Only Aboriginal and Torres Strait Islander people are eligible to apply.</i>
<b>Position number</b>	P2048
<b>Employment status</b>	Part Time
<b>Department</b>	Engagement and Family Services
<b>Location</b>	Echuca Road, Mooroopna
<b>Position reports to</b>	Team Leader
<b>Award</b>	Social, Community, Home Care and Disability Services Industry Award 2010
<b>Classification</b>	Social and community services employee – Full-time & part-time, Level 2 – Pay Point 1 to Level 4 – Pay Point 2 (based on qualifications and experience)

### ABOUT THE ORGANISATION

Rumbalara Aboriginal Cooperative (RAC) is recognised as a leader among Aboriginal community-controlled organisations, maintaining a high profile in the public and private sectors across research, consultancy, policy development, and partnerships. RAC operates in a culturally appropriate, sensitive, community-controlled environment that maintains a holistic approach to service provision and emphasises the importance of family and community.

RAC has been a resource, service provider and enabler of the Aboriginal and Torres Strait Islander communities of the Greater Shepparton region since 1980. RAC is a cooperative working to provide a range of supports and services including:

- Health and Wellbeing
- Positive Ageing and Disability Services
- Justice and Community Services
- Asset and Infrastructure Services / Housing
- Engagement & Family Services
- Corporate Services

RAC has an annual budget of \$35+ million and a workforce of approximately 300+ people. RAC is a significant employer and economic contributor to the region and plays a high-profile leadership role as one of the larger Aboriginal organisations in Australia. RAC is committed to ensuring the Aboriginal people in the Goulburn Valley have certainty of access to community-controlled services.



ROLE PURPOSE
<p>Plan and deliver weekly sessions to Aboriginal &amp; Torres Strait Islander children and families that encompass educational curriculum to support the social, cultural, and creativity to improve educational outcomes and increase engagement in education. Support children and young people that are disengaged from education.</p> <p>The role will aim to support families to give children a good start in life through improved numeracy and literacy, childhood development, care, school readiness, and successful transitions to further education and work.</p>
KEY SELECTION CRITERIA
<p><b>Qualifications and Registrations:</b></p> <ul style="list-style-type: none"> <li>• Relevant qualification and previous experience working in Education.</li> </ul> <p><b>Knowledge and skills:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated knowledge and/or understanding of childhood developmental and milestones for children, from an educational standpoint.</li> <li>• A sound knowledge of and understanding of Aboriginal and Torres Strait Islander culture, values, family networks, and issues affecting Aboriginal and Torres Strait Islander families.</li> <li>• Ability to work in a culturally safe and competent manner with children and their families.</li> <li>• Demonstrated oral and written communication skills.</li> <li>• Proven planning and organisational skills.</li> <li>• Demonstrated reporting skills to complete monthly reports to meet Key Performance Indicators.</li> <li>• Proven employment history/experience in related field.</li> <li>• Ability to work in a team setting in a changing environment.</li> <li>• The capacity to work semi-autonomously, prioritising work within established policies, guidelines, and procedures.</li> </ul>
KEY RESPONSIBILITIES
<p><b>1. <u>Technical Capabilities</u></b></p> <ul style="list-style-type: none"> <li>• Deliver 4 x group afternoon session per week as part of the Key Performance Indicators.</li> <li>• Deliver one on one tutoring support for those with higher needs, as required.</li> <li>• Develop resources and preparation of student work activities and other relevant educational needs in consultation with the Team Leader and Executive Manager.</li> <li>• Develop, plan, and implement Interactive/cultural/engagement activities, as part of the core program curriculum.</li> <li>• Plan, facilitate and implement monthly Parent/family social/information sessions, to support and enhance children's learning and enhance family's skills in supporting their children's education.</li> <li>• Providing Team Leader, the required data and evidence through monthly report writing to be able to complete reports to the Funding Provider.</li> <li>• Maintain ongoing communication with families of students attending the program.</li> <li>• Maintain positive relationships with relevant stakeholders. e.g. potential tutors, schools, teachers, referring agencies and workers.</li> <li>• Respond to any concerns for the safety or wellbeing of a child in the program in accordance with internal processes and legislative requirements.</li> <li>• Promote and complement existing Rumbalara Services and assist in strengthening service integration.</li> <li>• Assist clients in prioritising academic studies, lifestyles, and family time.</li> </ul>



- Demonstrate sensitivity and a non-judgmental attitude in being responsive to the needs of all people who access Children and Schooling Program.
- Any other duties relevant to the position and service area as delegated by Executive Manager, including attendance at events in a working capacity, occasionally outside work hours.
- Manage and care for oneself to maintain resilience and support when working with a challenging operating environment.
- Other appropriate and reasonable duties as directed by the Manager and/or Executive Manager.

## 2. Behavioural Capabilities

- Act at all times to protect the right of the clients, including culture, confidentiality, privacy, individual choice and decision-making.
- Demonstrate commitment to the Co-operative's values and behaviours - serve the community, work together, act with integrity and respect other people (a copy of this is available to view).
- Provide support and proactively engage with the clients and broader community.
- Establish and maintain relationships with clients, community and Rumbalara staff and team members.

## 3. Administrative Capabilities

- Attend staff meetings.
- Submit accurate timesheets and claim forms (if applicable) in a timely manner.
- Participate in service training programs as organised by Rumbalara and / or any other training to upgrade skills.
- Ensure that all statistical data / record-keeping and other documentation are completed and forwarded on time.
- Follow correct policy and procedure directions at all times.
- Contribute to and support the organisation's systems and processes for managing safety, quality and risk; observe and report hazardous situations or behaviours.

## EMPLOYMENT CONDITIONS

- Have a current National Police Check
- Hold Valid Driver's License, without restriction.
- Hold current Employee Working with Children's Check.
- Covid Vaccination Certificate in accordance with the government guidelines.
- All staff are required to sign a confidentially agreement on appointment to the organisation.
- Probationary / qualifying periods apply to all positions.
- All staff are required to adhere to the Code of Conduct of the Co-operative (available to view).
- All staff are required to follow the policies and procedures to the department and the Co-operative (manuals are available to view).
- A commitment to equal opportunity and Occupational Health and Safety principles and practices is required.
- Salary packaging is available to permanent part time and full-time staff.
- Tenure of positions at RAC will be tied to existing contracted funding arrangements.