

## POSITION DESCRIPTION – Team Member

Position Title	Family Educator	Department	Young Parents Program (YPP) - Family Education and Community Support Team
Location	Randwick	Direct/Indirect Reports	Volunteer Tutors
Reports to	FECs Team Leader	Date Revised	
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 4	Job Evaluation No:	HRC0045097

### ■ Position Summary

Australian Red Cross Young Parents Program (YPP) works to ensure best outcomes for children and families by improving the capacity of young parents with complex needs aged 13 to 25, to live and parent independently.

YPP takes a strengths-based early intervention approach, building the capacity of young parents to live independently in appropriate housing, develop parenting skills to ensure the best outcomes for their children, and break the cycle of intergenerational trauma, abuse and neglect.

The Family Educator is responsible for facilitating individual and group education across Eastern and Western Sydney, in home or an alternative location, to suit parent and family needs. This role will support parent, vocational, and child development education through targeted intervention and engage relevant specialists when required.

### ■ Position Responsibilities

#### Key Responsibilities

- Tailor and deliver individual and group parent and vocational education sessions
- Ensure that each young parent has an individualised education case plan
- Develop, tailor, and deliver a variety of educational materials and sessions (for groups and individuals) to meet family needs
- Work collaboratively with case managers, occupational therapist, and child development officer to provide interventions that are holistic, responsive, and strengths-based
- Maintain clear and thorough documentation
- Collaborate and build relationships with external stakeholders, and support referral pathways to support client goals
- Attend and participate in regular team meetings, supervision and training
- Ensure education support provided is culturally responsive.
- Ensure compliance with all Red Cross policies including Code of Conduct, Workplace Health and Safety and Child Protection

- Participate in projects as required and other general responsibilities such as for site-based volunteer coordination as required

## ■ Position Selection Criteria

### Technical Competencies

- Ensure the quality delivery of parent education and vocational education services
- Practical experience in the implementation and coordination of education interventions/strategies
- Demonstrated understanding of the factors that contribute to young people disengaging from education and ability to support and encourage these clients to successfully reengage
  - Child focussed with a demonstrated understating of child protection legislation, practice and compliance.
- Demonstrated experience with group work skills
- Demonstrated experience developing, tailoring and delivering a variety of educational materials
- Excellent written and verbal communication
- Strong networking and relationship development capability with stakeholders
- Excellent organisation and administrative skills
- Ability to work autonomously and within a team to achieve shared goals
- Demonstrated assessment, decision making, problem solving and analytic skills
- Experience in educational delivery of parenting and youth education groups such as Circle of Security, Tuning into Kids, Bringing Up Great Kids, and safe relationships (Desirable)
- Experience working with volunteers (non-essential)

### Qualifications/Licenses

- A Working with Children check is a mandatory requirement for this role
- Relevant tertiary qualifications and/or experience in education, training, youth work or related fields
- Current driver's licence and current first aid certificate

### Behavioural Capabilities

- **Personal effectiveness | Achieve results |** Demonstrated ability to manage work and achieve the results committed to. Ability to evaluate progress and make adjustments needed to achieve goals. Accept responsibility for mistakes and learn from them.
- **Team effectiveness | Collaborating |** Demonstrated capability to work with others to reach common goals, sharing information, supporting and building positive and constructive relationships.
- **Team effectiveness | Communicating |** Demonstrated capability to communicate clearly and concisely ensuring messages are understood. Ability to express ideas clearly, listen effectively and provide feedback constructively.
- **Organisational effectiveness | Focussing on clients |** Proven track record in providing high quality service to internal and external clients and stakeholders. Actively seek and respond to client feedback in a constructive manner.

## ■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:  
**Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality**
- Act at all times in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 5 years thereafter. Police check renewals may be required earlier than 5 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters