



## POSITION DESCRIPTION

<b>Position</b>	Koorie Families First Educators Facilitator (KFFE)	<b>Position Number</b>	TBA
<b>Reports to</b>	Team Leader- Education and Family Supports	<b>Direct Reports</b>	None
<b>Status</b>	Fixed term	<b>Time Fraction</b>	Part Time (30 hours per week)
<b>Award</b>	SCHADS 3.1	<b>Location</b>	Morwell

## OUR VISION

Aboriginal self-determination – Live, Experience and Be.

## OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

## POSITION SUMMARY

The KFFE Facilitator is responsible for facilitating group programs for parents and children aged 0-5. To deliver an evidence-based parenting program that builds connection with the children. The facilitator is required to share tips and ideas to support the child's learning and development. This role supports the connection to community and culture whilst growing children to be strong in their Aboriginal Identity.

## KEY RELATIONSHIPS

*Internal:* Other programs across Gippsland VACCA

*External:* Aboriginal Community Controlled Organisations, Maternal and Child Health services, Early Childhood Education and Care Services, Community Service Organisations

## KEY SELECTION CRITERIA

### ESSENTIAL

- Demonstrated understanding of, and commitment to, the values that underpin VACCA' vision and purpose and the capacity to take a leadership role in championing these internally and externally
- Demonstrated awareness and appreciation of Aboriginal societies and cultures, and commitment to continually build knowledge of such, along with a high level of awareness of the key issues which impact upon Aboriginal communities
- Demonstrated experience in working and engaging with Aboriginal families and children/ Demonstrated experience in child and family sector
- An ability to work in a culturally respectful and competent manner with Aboriginal children, their families and communities to ensure that cultural connections are fostered and maintained



- An understanding of developmental milestones for children
- An ability to work effectively with Aboriginal organisations, government departments and community service organisations.
- Well-developed written and oral communication skills, including the ability to effectively communicate with Aboriginal people and to prepare written reports
- A proven ability to work as part of a team as well as a willingness to participate in training programs and in supervision
- An ability to facilitate group sessions with families and children

## DESIRABLE

- Experience or formal qualifications in child care is desirable. It is expected that applicants be willing to undertake a Diploma or other relevant training in the course of their role. This would be supported and facilitated by VACCA.

## REQUIREMENTS

- You must have and continue to hold a full Victorian Driver's Licence, a current employment Working With Children Check card and a clear National Police Check
- Current COVID-19 vaccination (including booster dose, as applicable)

## POSITION ACCOUNTABILITIES

### KEY RESPONSIBILITIES

- Preparing for and providing in-home and/or office sessions for parental skill development for Aboriginal families and children
- Implementing session plans for group and individual work
- Understanding of and ability to articulate early childhood development to parents and carers
- Ensuring a culturally safe environment for families and children to learn - Engaging and developing relationships with families and children
- Engaging and consulting with Aboriginal Elders in regards to the cultural components of the program
- Providing mentoring and role-modelling based on Aboriginal child rearing practices, including from Elders, strong Community-members and peer-based mentoring
- Ensuring that Aboriginal activities, music, dance, language and stories are incorporated into the program
- Promoting an understanding of self-care, emphasising the importance of connection to culture and Community to the wellbeing of Aboriginal families and children
- Supporting families to engage with maternal and child health and early years' services
- Ensuring parent recruitment, participation and interaction in the activities, including assertive outreach to clients if required
- Liaising and consulting with the program Team Leader about any issues of concern regarding child development and program planning
- Maintaining accurate records

### RELATIONSHIP MANAGEMENT

- Develop and maintain positive working relationships internally and with external organisations including emergency services, Department of Human Services, Emergency Services and other service providers.



**VACCA**  
Connected by culture

- Networking with Community agencies and organisations

#### HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and VACCA policies.
- Contribute positively and proactively to team and organisation wide OH&S activities.

#### QUALITY & CONTINUOUS IMPROVEMENT

- Ensure compliance with legislation, contract and policy requirements in your day to day work to meet the organisation's audit, contract and registration obligations.
- Proactively apply your specialist knowledge in the review and maintenance of policies, systems and processes.
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.

#### OTHER

- Participate proactively in team project initiatives
- Support other team members in periods of high demand and during periods of absence.
- Participate in project groups and attend events Undertake other duties as directed

#### ADDITIONAL INFORMATION

We are committed to Aboriginal self-determination and supporting strong, safe, thriving Aboriginal communities and aim to ensure every individual is treated with dignity, honouring all cultural backgrounds, abilities, ethnicities, sexual orientations, gender identities and spiritual beliefs.

VACCA is a child-safe organisation and is committed to ensuring the safety and wellbeing of children and young people with zero tolerance for child abuse. All successful applicants will be required to undertake a National Police Record Check and Working with Children Check prior to commencement of employment and periodically following commencement.

VACCA is an equal opportunity employer and has a smoke-free workplace policy.

This position is designated under the Multiagency Risk Assessment and Management framework (MARAM) Identification (Tier 2) level which requires mandated MARAM Family Violence Screening & Identification training and VACCA MARAM Identification responsibilities.