



POSITION DESCRIPTION

Position	Education Navigator	Position Number:	EAS148
Reports to	Community Engagement Team Leader	Direct Reports:	N/A
Status	Fixed term to 31 December 2027	Time Fraction	Full time
Award	SCHADS 4	Location	Chirnside Park

OUR VISION

Aboriginal self-determination – Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe, and thriving Aboriginal communities.

POSITION SUMMARY

The Education Navigator will work within a multidisciplinary team consisting of VACCA staff, Partner Organisation staff, outreach teachers, school liaison officers, health care professionals and therapists supporting young people struggling to engage in an education program. The Education Navigator provides assessment, educational planning and ongoing support and will:

- Work closely with key stakeholders to effectively engage and refer disengaged students.
- Develop Individual learning and re-engagement plans.
- Provide relevant data and reports regarding student disengagement and intervention outcomes in the local area.
- Creating and strengthening partnerships with local agencies to obtain optimum outcomes

KEY RELATIONSHIPS

Internal: Program Managers, VACCA Staff, Partner Organisation Staff



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External: Schools, Department of Education and Training, Healthcare, Aboriginal Community Controlled Organisations, LOOKOUT

KEY SELECTION CRITERIA

ESSENTIAL

- Demonstrated understanding of, and commitment to, the values that underpin VACCA's vision and Purpose.
- 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 that impact Aboriginal communities.
- Demonstrated experience in working and engaging with Aboriginal families and children.
- Experience and understanding of school communities.
- Experience with and confidence in presenting to medium to large groups.
- Well-developed interpersonal skills, and proven capacity to consult, negotiate and develop networks with a range of stakeholders to achieve mutually beneficial outcomes.
- Demonstrated experience working within a team to successfully attain project and company objectives.
- Experience in undertaking community development and/or training activities in the not-for-profit and/or education sector.
- Highly effective written and oral communication skills with a proven capacity to develop reports.
- Demonstrated task and time management skills with the ability to organise multiple activities, meet deadlines and function independently.
- Computer literacy, including Microsoft Office Suite.

REQUIREMENTS

- You must have and continue to hold a full Victorian Driver's Licence and current employment working with children check card.
- You will hold a tertiary qualification in Community Services, Education, Social Work or similar.



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- Experience within a school setting or with case management would be viewed as desirable

POSITION ACCOUNTABILITIES

KEY RESPONSIBILITIES

- Support and advocacy with young people and families utilising a trauma-informed relational framework.
- Liaise with schools, educational bodies, service providers and other relevant organisations to coordinate a program of student engagement and activities including the schedule of workshops and events.
- Seek and recommend opportunities to promote student programs.
- Source and provide culturally strengthening educational and teaching resources and activities to promote learning, positive self-esteem, and pride in Aboriginal culture.
- To provide support to parents and carers to enable them to best meet the learning needs of the children in their care.
- To attend student group meetings and ensure each child has an up-to-date individual learning plan.
- Support educational needs assessments when required.

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.



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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, honoring all cultural backgrounds, abilities, ethnicities, sexual orientations, gender identities and spiritual beliefs.

VACCA is a child-safe organization and is committed to ensuring the safety and well-being of children and young people with zero tolerance for child abuse. All successful applicants must undertake a National Police Record Check and Working with Children Check before 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.