



Durri Aboriginal Corporation Medical Service

Servicing the Macleay and Nambucca Valleys

ABN 52 730 046 875 ICN 27

With Compliments

Position Application Package

Position Name: Early Childhood Education (ECE) Project Officer

Contact Name: Alicia Stewart

Telephone: (02) 65602355



Durri Aboriginal Corporation Medical Service
15-19 York Lane
KEMPSEY NSW 2440
T: (02) 6560 2300
F: (02) 6562 7069



Darrimba Maarra Health Outpost
PO Box 131
13/42 Bowra St
Nambucca Heads NSW 2448
T: (02) 6598 6800
F: (02) 6598 6833

All written communications to be addressed to CEO:
PO Box 136
Kempsey NSW 2440

General Conditions of Employment

- Position:** Early Childhood Education (ECE) Project Officer
- Award:** Social, Community, Home Care & Disability Services Industry
- Classification:** Grade 4 - Level 1, Grade 5 - Level 1
- Salary:** Range from \$89,018.80 to \$101,823.28 per annum
- Application:** Please click on the link <http://durri.org.au/positions-vacant.php> to Durri website to access the Position Application Package.

Your application should consist of four parts:

1. Selection criteria - (Your application must address all the selection criteria or your application will be marked unsuccessful)
2. Completed application form
3. Resume
4. Supporting documents

Completed application to: hr@durri.org.au

or

Post marked confidential to:

Application Human Resources
Durri Aboriginal Corporation Medical Service
PO Box 136
Kempsey NSW 2440

Closing Date: Wednesday 29 September 2021 by 5.00 pm



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Application Form

Full Name:

Address:

Email Address:

Contact Numbers:

Date of Birth:

Drivers Licence: Yes No Class: Expiry date:

Do you identify as Aboriginal or Torres Strait Islander? Yes No

Do you identify as having a disability? Yes No

Are you an Australian citizen or permanent resident? Yes No

Do you have Working with Children check number? Yes WWCC No:

Do you have a current Police check? Yes Date:

Do you have evidence of Vaccinations? Yes No

Have you provided evidence of your Qualifications? Yes No

Where did you see this position advertised?

Referees	Referee 1	Referee 2
Name:		
Title:		
Organisation:		
Contact Details:		
Email Address:		

Position Description

Position Title:	Early Childhood Education (ECE) Project Officer
Reports To:	Programs Manager
Business Unit:	Program Management
Direct Reports:	Nil
Location:	Kempsey
Primary Objective:	<p>The ECE Project Officer will engage with a range of Early Childhood Education providers, stakeholders within communities, with a focus on children aged 3-6 years of age who have not yet enrolled in preschool and are considered at risk in the Macleay and Nambucca Valleys.</p> <p>The ECE Project Officer will:</p> <ul style="list-style-type: none"> • Working in collaboration with existing programs within Durri ACMS as well as external service providers and organisations. • Support access to Early Childhood Education (ECE) services, with the aim of these enrolments being for a minimum of 600 hours per calendar year, • Support participation in ECE Services by sustaining attendance, • Ensure that all children enrolled into ECE have received appropriate developmental checks at a minimum as outlined in the NSW Health Blue Book and/or as appropriate for the child, • Develop a mechanism to identify how children are entering school to better understand where a child is developmentally by the time, they start school, and • Build upon the professional knowledge of ECE educators to support children experiencing vulnerability and disadvantage in their educational setting.
Key Accountabilities	
1. Program Management	<ul style="list-style-type: none"> • Adhere to ECE Project Plan. • Deliver ECE activities in a timely and cost-effective manner. • Contributes to team knowledge about referral resources that are appropriate to the goals of clients and their partners participating in the program. • Work closely with ECE Linkers to ensure all clients are dealt with in a respectful and sensitive manner. • Maintains confidentiality and documented records as required. • Uphold the dignity and rights of families, carers and consumers while respecting privacy and confidentiality always. • Participate in the development of ECE promotions and education strategies ensuring feedback from the community is incorporated into planning. • Contributes to the gathering and documentation of accurate client data. • Undertakes a range of additional general duties relevant to the position as required by the organization and line manager. • Travel away from Kempsey may be required.

2. Community Care	<ul style="list-style-type: none"> • Liaise with the other program staff to obtain information and ensure that information regarding clients of ECE is accurate, easily accessible and understood by the community. • Developing partnerships with other health services and community groups to ensure the education and communication of clients of ECE issues are appropriate. • Obtain feedback from the community to ascertain if communicated messages have been correctly received. Liaise with the Program Manager in the development, implementation and evaluation of community planning regarding ECE.
3. Team work and Collaboration	<ul style="list-style-type: none"> • Effectively collaborate with team members to ensure that ECE is operating effectively and efficiently, while maintaining a harmonious team environment within Durri ACMS. • Ensure compliance with relevant WHS legislation and that any issues are identified and actioned in line with the policy. • Assists in creating a positive work environment that promotes cultural safety, productivity, mentoring, teamwork, and co-operation. • Recognizes accomplishments of team members and elicits and considers differing viewpoints when analysing issues. • Contributes to team knowledge about referral resources that are appropriate to the goals of clients participating in ANFPP.
4. Compliance & Quality Assurance	<ul style="list-style-type: none"> • Comply with all relevant legislation and regulatory standards. • Obtain and record accurate client histories and information to ensure compliance to all organisational policies, procedures and legislative requirements. • Ensure client and community confidentiality is maintained to build and maintain trust within key stakeholder groups. • Assists in creating a positive work environment that promotes cultural safety, productivity, mentoring, teamwork, and co-operation. • Participate in quality improvement efforts, including maintenance of timely and accurate service data for input to information management systems, and cooperate in the analysis and review of case reports to identify achievements and areas for improvement.
5. Work place Health and Safety	<ul style="list-style-type: none"> • Ensure, within capability, the health and safety of yourself and employees and any other persons in the work areas for which they are responsible. • Compliance with WH&S legislative requirements and site policies. • Maintain the Register of Contractors visiting the site and ensure appropriate inductions have been completed with new contractors. • Report all hazards, accidents or incidents which could result in injury to others or damage to property; • Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in compliance with the WHS or other legislation. • Be familiar with emergency and evacuation procedures and participate in regular training in safety procedures.
6. Reporting	<ul style="list-style-type: none"> • Provide statistical reports to meet organisational and statutory requirements as required.

7. Policy and Procedures	<ul style="list-style-type: none"> • Assist in the development of and comply with policies and procedures to ensure that the mental program is demonstrating consistent practices nationally and is in line with strategic objectives. • Attend all mandatory training requirements and participate in staff performance reviews including updated First Aid Certificate and participation in Staff immunisation Program. • Compliance with and understanding of EEO Legislation.
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Selection Criteria

Essential:

- Aboriginality is a genuine occupational requirement of this position, exemptions claimed under Section 14D of the Anti-Discrimination Act. NSW 1977.
- Tertiary qualifications in Project Management, Business Management or Communications or equivalent five years plus experience in a similar role.
- Sound knowledge of project leadership practices, experience in team leadership.
- Excellent communication skills, the ability to connect with people, to understand their issues and sensitively deal with difficult issues.
- Demonstrated ability to develop good working relationships with staff and other key stakeholders at all levels, act with discretion and always maintain confidentiality.
- Demonstrated ability to work autonomously and within a multi-disciplinary team, to deal with client matters of a sensitive and confidential nature and to respond to competing organisational demands.
- Demonstrated experience with development of community programs, working with health service agencies, non-government organisation, schools, community groups and medical professionals at all levels.
- Continuous developing professional competence and qualifications.
- Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands.
- Ability to use Microsoft products and the ability to use or willingness to gain proficiency in the Communicare patient information management system and DEX.
- Ability to hold all relevant security clearances including National Police Check and Working with Children clearance.
- Current valid driver's license, minimum of Class "C" or equivalent.

Desirable:

- Current First Aid Certificate, or ability to obtain.
- Current immunisations or willingness to participate in staff immunisation program including COVID-19 vaccinations.

Core Competencies:

- Ability to build and maintain strong relationships with the local community.
- Strong interpersonal skills, including the ability to demonstrate empathy when required.
- Ability to build relationships with all levels of the organisation.