

## POSITION DESCRIPTION AND SELECTION CRITERIA

**POSITION TITLE:** Family Wellbeing Educator  
**REPORTING TO:** Children's Services Coordinator  
**COMMUNITY:** Yuelamu  
**LEVEL:** 1

### OBJECTIVES OF THE POSITION:

Operating under the direction of Early Childhood Coordinator – Yuendumu and in accordance with Council corporate plans and policies and relevant legislation this position is responsible for coordinating and implementation of the day to day activities and operations of the Early Childhood Program.

### DUTIES AND RESPONSIBILITIES:

- Supervise children at all times
- Assist with nutritious snacks and lunches for the children using safe food handling practices
- Set up, run and clean-up activities for children
- Positively interact and engage children with activities
- Work positively within team and help each other.
- Attend training and staff meetings
- Assist with Early childhood program for individual children and their families
- Communicate and liaise with families and other staff to ensure high quality early childhood is being provided
- Work with relevant stakeholders to help the children grow strong and healthy
- Maintain awareness of WH&S standards in the workplace and encourage safe working practices including daily checklists
- Assist with day to day cleaning and maintenance of CDRC resources
- Attend staff meetings and training as required

### SELECTION CRITERIA

#### Essential:

- An awareness of issues affecting Aboriginal people in remote locations and ability to provide effective leadership in a cross-cultural environment
- The ability to work with all families within the community
- Understanding of Child supervision and the ability to prepare and cook nutritious meals
- Demonstrated interpersonal, written and oral communication skills to communicate effectively with families involved with Early Childhood.
- Ensure Work Health and Safety Regulations are adhered to.
- Willingness to work in remote communities.
- Possession of a current Ochre card and a current police check.
- Ability to study Cert 3 in Early Childhood Education and Care, First Aid, Food Handlers and WH&S training

- Carry out other duties as requested by Coordinator.

**Desirable:**

- Holds Certificate 3 in Early Childhood Education and Care.
- Hold current First Aid, Food Handlers or WH&S training
- Previous work within remote communities and a proven ability to create positive working relationships within a cross cultural environment.

**Position Attributes**

**Authority and accountability:** Completion of generic and basic tasks involving the utilisation of basic skills under established practices and procedures. Individual or team work is closely monitored under direct supervision.

**Judgment and problem solving:** Judgment is minimal and work activities include routine and clearly defined work which is co-ordinated by other employees. The tasks to be performed may involve the use of a basic range of tools, techniques and methods within a limited range of work.

**Specialist knowledge and skills:** Job specific knowledge and skill are obtained through on-the-job training and workplace-based induction training.

**Management skills:** Not required at this level.

**Interpersonal skills:** Limited to basic communications with other staff and possibly with the public.

**Qualifications and experience:** An employee in this level will have commenced on-the-job training, which may include an induction course.

**Note to Candidates**

The **Early Childhood Educator**- will be expected to:

- Have, or work towards a Cert III in Children's Services
- Be contacted out of ordinary office hours in case of emergency.
- Work with Aboriginal people that speak Anmatjere, Arrernte, Alyawarra and/or Warlpiri as a first language.
- Occasionally drive a 4WD vehicle.
- Have a reasonable level of fitness.
- Hold a current first aid certificate or have the ability to obtain this qualification.

People of Aboriginal and Torres Strait Islander descent are strongly encouraged to apply. This position is identified. An identified position is one in which part or all of the duties involve interaction with Aboriginal and/or Torres Strait Islander people, including service delivery.

Applications will not normally be acknowledged on receipt. Only short listed applicants will be contacted regarding the next phase in the selection process. To those applicants who are not short listed, we extend our thanks for considering Central Desert Regional Council as a potential employer.

**VISION – TWO WAYS, ONE OUTCOME**  
**(Indigenous and non-indigenous people working together for the best outcomes)**

**INFORMATION FOR APPLICANTS FOR THE POSITION OF**  
**Family Wellbeing Educator**

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Central Desert Regional Council is a council that covers the following communities: Anmatjere, Atitjere, Engawala, Lajamanu, Laramba, Nyirripi, Yuelamu, Yuendumu, Willowra; as well as a large area of currently unincorporated land.

The Regional Council which has been operational as from 1 July 2008 has an area of approximately 282,093 square kilometres and a population of 4,591.

**SALARY**

The salary is Level 1 (Salary \$42547.24 per annum pro rate plus 9.5% superannuation plus 17.5% pro rata Annual Leave Loading). The current Enterprise Agreement expires on 30th June 2019. Salary and working conditions after June 30, 2019 will be subject to the Enterprise Agreement in place.

**SUPERANNUATION**

Employer contributes 9.5 % superannuation – employee shall have complete freedom of choice over the complying fund that their contributions are paid to, with the default being the State Wide Superannuation Scheme.

**ANNUAL LEAVE**

Six weeks per annum annual leave is provided to a permanent, full time employee. A loading of 17.5% of salary shall be paid to the employee when taking leave. Annual leave is managed as per Council policies.

**LONG SERVICE LEAVE**

Long Service Leave is provided as per the Long Service Leave Act (NT) and section 109 of the Local Government Act; and is managed according to Council policy.

**PERSONAL/CARERS' LEAVE**

A permanent full time employee accumulates Personal/Carers' Leave at the rate of 1.754 hours per week.

An employee may take paid Personal/Carers' Leave if the leave is taken:

- Because the employee is not fit for work because of a personal illness, or personal injury affecting the employee; or
- To provide care or support to a member of the employee's immediate family, or a member of the employee's household, who requires care or support because of:
- A personal illness, or personal injury, affecting the member, or

- An unexpected emergency affecting the member.
- For dealing with the consequences of domestic violence to the employee, immediate family or a member of the employee's household.
- For paternity leave purposes to a maximum of three weeks

The term immediate family includes:

- spouse, de facto partner, child (including foster child), parent, grandparent, grandchild or sibling of the employee

An employee, or if unable, a representative, must notify their supervisor of their non-attendance within 30 minutes of their commencement time, or as early as reasonably practicable thereafter, in order to use that day as personal/carers' leave.

### **STUDY LEAVE**

Employees may apply for study leave to undertake courses of study that are additional to the training and development opportunities directed by Council. Approval is at the discretion of the Chief Executive Officer.

### **LEAVE WITHOUT PAY**

The Chief Executive Officer may grant leave without pay for reasons not covered by other types of leave only after all other types of leave have been exhausted.

### **HOURS OF WORK**

The ordinary hours of work will be 76 hours per fortnight.

A standard day is 7.6 hours, Monday to Friday unless otherwise authorised by Council

### **CEREMONIAL LEAVE**

An employee who has been employed by Council for a minimum of six months and who is required to perform cultural or ceremonial duties may, on the production of evidence satisfactory to the CEO, be granted up to ten (10) days leave per year for such duties.

Where this involves time away from work employees must first utilise TOIL and annual leave before utilising cultural/religious leave.

Cultural leave does not accumulate from year to year.

### **PROBATION**

This role will be subject to an initial probationary period of six months.