



# Education Liaison Officer

## POSITION DESCRIPTION

<b>Unit</b>	Community Services
<b>Reports to</b>	Community Services Team Leader
<b>Direct Reports</b>	N/A
<b>Award</b>	Social, Community, Home Care and Disability Services Industry Award [MA000100]
<b>Classification</b>	Social & Community Services Employee - Level 3
<b>Remuneration</b>	As per award classification
<b>Salary Packaging</b>	Range of salary packaging benefits are offered to part-time and full-time employees.
<b>Location</b>	Heywood & Hamilton - Victoria
<b>Probationary Period</b>	A six-month probationary period will apply for new employees

## 1. PRIMARY PURPOSE OF POSITION

To support family engagement in education and strengthen the connection between families and education providers to improve both learning and wellbeing outcomes for Aboriginal and Torres Strait Islander children and their families.

## 2. KEY RESPONSIBILITIES

The key responsibilities of this position are to:

- Strengthen relationships between families and schools to enhance parent-teacher communication and build parent confidence in school involvement.
- Establish partnerships with local schools to gain insight to their processes and communication systems.
- Co-ordinate and deliver workshops to enhance parents/families understanding of school processes and communication systems.
- Co-ordinate an education steering committee.
- Co-ordinate and actively participate in school holiday program.
- Work collaboratively with WMAC Community Services programs.
- Prepare reports for internal or external stakeholders when required.
- Attend relevant training and information sessions.

- Contribute to the development, implementation, improvement and communication of the unit policies, processes, procedures and forms.
- Data entry into information sharing software.
- Other duties as required within the scope of this role coordinated through the Manager or Team Leader.

### 3. WINDA-MARA VISION AND VALUES

#### OUR VISION

*“That Winda-Mara Aboriginal Corporation is recognised as a progressive leader and a catalyst for positive change enabling Aboriginal people in Victoria’s far south-west to lead fuller lives”.*

Our vision will be achieved by focusing on four themes.



#### OUR VALUES

Our values and behaviours **prepares** us for sustainable success with our vision, our communities and each person.

<b>Professionalism</b>	Acting and practicing in a cultural, ethical, respectful, and inclusive manner.
<b>Responsiveness</b>	Responding in a timely, engaging, respectful and culturally appropriate manner.
<b>Empowerment</b>	Building, strengthening and empowering individual and community decision making.
<b>Partnership</b>	Creating better client outcomes through strong partnerships.
<b>Accountable</b>	Responsible monitoring and reporting systems ensuring transparent and accountable service delivery.
<b>Respect</b>	Respect for those clients, work colleagues, community members and others that we meet and work with each day.
<b>Effectiveness</b>	Effective ‘results orientated’ services meeting the needs of the community.
<b>Social Justice</b>	Providing justice, equity, social equality, and human rights.

### 4. SKILLS, EXPERIENCE AND KNOWLEDGE (KEY SELECTION CRITERIA)

- Sound knowledge and understanding of local Aboriginal culture and community
- Ability to effectively communicate with Aboriginal community/people
- Ability to effectively communicate and collaborate with education providers
- Ability to plan, implement and evaluate programs and services
- Demonstrated ability to develop, maintain and facilitate networks and community partnerships
- Good administrative and organisational skills
- Good written and verbal communication skills including the ability to prepare documentation and to speak and present publicly
- Demonstrated ability to work independently and within a team environment

## 5. POSITION REQUIREMENTS

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Y	Current Drivers License
Y	Ability to obtain and maintain a National Police Check
Y	Ability to obtain and maintain a Working with Children Check
N	This position is not a designated Aboriginal and Torres Strait Islander specific position, however Aboriginal and Torres Strait Islander people are strongly encouraged to apply.
Y	After hours and weekend work may be required
Y	Pre-employment health declaration
Y	All positions are subject to funding

## 6. GENERAL TERMS OF EMPLOYMENT

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**All employees are to:**

- Abide by Winda-Mara's Policies and Procedures, Values and Code of Conduct.
- Act in a safe manner to provide a safe working environment.
- Participate in an Annual Performance Review and any other review processes.
- Participate in training and other support as appropriate.
- Attend and participate in team and divisional activities, meetings, and day to day work activities demonstrating respect and consideration for individuals and their experiences and expertise.
- Communicate constructively to other team members, company employees, clients and members.
- Communicate and participate in improvements to processes, practices and procedures.
- Actively work with and support other employees to achieve organisation's goals.
- Disclose any pre-existing injury/injuries and/or medical condition/s, which could be aggravated by the type of employment they are applying for. The existence of an injury/injuries and/or medical condition/s will not preclude the applicant from employment unless they are unable to perform the inherent requirements of the position. However, failure to disclose any relevant information may affect a claim for Worker's Compensation.