



Wayipungitj

POSITION DESCRIPTION

Unit	Community Services
Reports to	Community Services Team Leader
Direct Reports	N/A
Hours of Work	24 hours per week
Mode of Employment	Part-time, ongoing subject to funding
Award / Agreement	Social, Community, Home Care, and Disability Services Industry Award (MA000100)
Classification	Social & Community Services Employee Level 1 to 2
Remuneration	Dependant on relevant experience and qualifications
Salary Packaging	Range of salary packaging benefits are offered to part-time and full-time employees.
Location	Heywood & Hamilton locations
Probationary Period	A six-month probationary period will apply.

1. PRIMARY PURPOSE OF POSITION

The purpose of this position is to contribute to improved outcomes for Koorie children from birth through to transition to school by supporting the inclusion of Koorie children and families in kindergarten services and ensuring Aboriginal perspectives are embedded in kindergarten services and programs.

2. KEY RESPONSIBILITIES

The key responsibilities of this position are to:

- Work collaboratively with kindergarten services, local community and other relevant programs and services to grow the participation of Koorie children in kindergarten
- Promote and advocate with/for Koorie families to support their access to kindergarten
- Work in partnership with kindergarten services staff to increase their capacity to provide culturally inclusive and welcoming services
- Support the design and development of culturally inclusive curriculums
- Engage local Aboriginal communities to develop and support culturally inclusive kindergarten programs
- Build and strengthen families' relationships with funded kindergarten services
- Support Koorie children's transition to school
- Complete a Certificate relevant to the role, if necessary
- Contribute to the development, implementation and communication of the unit policies, procedures, and forms
- Prepare reports/internal newsletters when required
- Attend relevant training and information sessions.
- Adhere to all organisational policies, procedures, standards, and practices.
- Act only in ways that advances Winda-Mara's objectives, values, and reputation.
- Other duties, consistent with skills and experience, as directed by line management.

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.

"Mara"
People

"Kooyoorn"
Organisation

"Meerang"
Country

"Culture"
Culture

OUR VALUES

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

Professionalism Acting and practicing in a cultural, ethical, respectful, and inclusive manner.

Responsiveness	Responding in a timely, engaging, respectful and culturally appropriate manner.
Empowerment	Building, strengthening and empowering individual and community decision making.
Partnership	Creating better client outcomes through strong partnerships.
Accountable	Responsible monitoring and reporting systems ensuring transparent and accountable service delivery.
Respect	Respect for those clients, work colleagues, community members and others that we meet and work with each day.
Effectiveness	Effective 'results orientated' services meeting the needs of the community.
Social Justice	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 and engage with Aboriginal community/people
- Ability to effectively communicate and collaborate with Early Years Directors and assistants
- Certificate III, IV or Diploma in Early Childhood Education and Care or willingness to obtain
- Keen interest in child services/programs
- Good administrative and organisational skills
- Work well as part of a team
- Good written and verbal communication skills including the ability to prepare documentation and public speaking
- Act in a confidential manner and be sensitive to others' needs
- Good level of computer competency

5. POSITION REQUIREMENTS

Y	Current Victorian Drivers License
Y	Ability to obtain a National Police Check
Y	Ability to obtain 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	Must provide evidence of Certificate of COVID-19 vaccination or medical exemption
Y	After hours and weekend work may be required
Y	Pre-employment declaration

6. GENERAL TERMS OF EMPLOYMENT

All employees are to:

1. Abide by Winda-Mara's Policies and Procedures, Values and Code of Conduct.
2. Act in a safe manner to provide a safe working environment.
3. Participate in an Annual Performance Review and any other review processes.
4. Participate in training and other support as appropriate.
5. 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.
6. Communicate constructively to clients, other team members and/or company employees.
7. Be aware of and communicate to other employees opportunities for improvement in processes, practices or procedures.
8. Actively work with and support team members and/or employees to achieve organisation's goals.
9. 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.

7. ACKNOWLEDGEMENT

In signing the acknowledgement below, I acknowledge and agree:

- I have read and understand this position description,
- To carry out the inherent requirements of this role to the best of my ability and knowledge, and;
- I have read, understand, and agree to abide by the company's values and code of conduct.

Name

Signature

Date