

**Position:** Child Nutrition Development Officer

**NPYWC Program:** Child and Family Wellbeing Service

**Employment Details:** Permanent, Full Time, 38 hours per week

**Location:** Based in Umuwa, South Australia, with regular travel to other APY Lands Communities

**Base Salary:** \$71,420.82 – 80,806.10 per year – (negotiable based on experience) with additional benefits.

## Our Purpose:

To support all Anangu, especially women and children, to have a good life, guided by culture and sound governance, through the collective agency of women.

## Our Values:

We are an Anangu-led organisation. We believe in the strength of our people, our culture, and the collective agency of women. We are continually guided by our values, to deliver on our purpose and ensure we deliver for and to our community, more and better choices; a good life for all Anangu.

## Your Team:

The Child and Family Wellbeing Service is made up of three programs; Child Nutrition, Intensive Family Support and Child Advocacy.

The Child Nutrition Program aims to improve the health and wellbeing of children aged 0-5 years residing in NPY member communities. This is achieved through individual family support and case management for children who are growth faltering or at risk of growth faltering; child nutrition education and promotion through community based workshops; support to local communities to increase their capacity to develop and implement community based nutrition programs and strategies; and locally developed and produced resources.

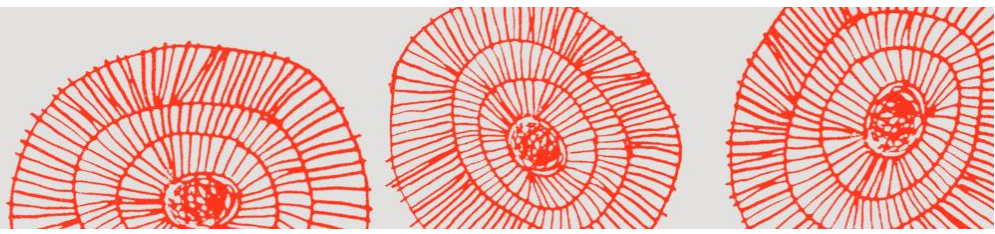
## Your Role:

In the role of a Child Nutrition Development Officer, you will work collaboratively with the Child Nutrition Program (CNP) team to support families with children aged 0-5 years, especially those experiencing growth faltering and child protection issues.

The position reports to the Team Leader – Child Nutrition Program.

## Your Responsibilities:

- Provide individual case management to families and / or carers with children under 5 years of age needing ongoing support. This will include communication, coordination and referrals to other NPY Women's Council (NPYWC) programs, community health services, clinics, child welfare agencies, and other stakeholders.
- Conduct regular nutrition and health promotion workshops in communities for families / carers, and community members.
- Work together with the CNP team to source, develop and produce appropriate and innovative resource material to raise the awareness of healthy food and good parenting for children.
- Work together with nominated and / or appointed Anangu community members in program development, delivery and evaluation.



- Provide nutrition advice to community stores and schools and assist with the development of nutrition policies in consultation with these agencies and community members.
- Assist NPYWC member communities to identify needs and gaps in the provision of services for children and work with the CNP team to advocate these needs to relevant government and non-government agencies.
- Together with the CFWS Manager and other CNP team members participate in the development of policies and procedures for the CNP.
- Ensure records are kept up to date. This includes client case file management; workshop statistics; filing of meeting minutes; administration of Emergency Relief and brokerage funds; and reports to team meetings, the CFWS Manager, NPYWC Directors and Communities.
- Administer and maintain accurate records, data collections and contribute to reports as required by the funding body within the specified time frame.
- Follow mandatory reporting responsibilities in regards to child abuse and domestic violence.
- Be responsible for the maintenance and accountability of vehicle and project equipment.
- Attend training courses as required.
- Other reasonable and lawful duties as directed.

## **Skills and Experience:**

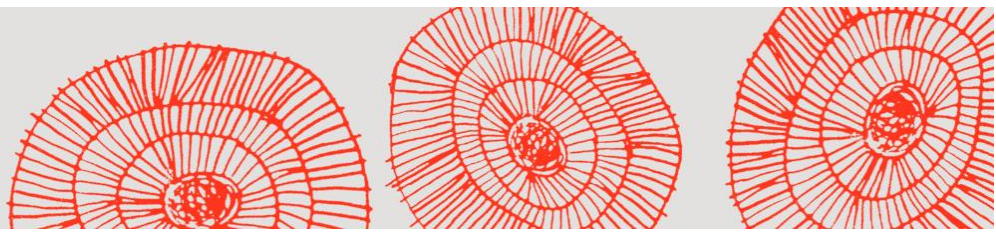
- Experience in, and a commitment to, community development.
- Familiarity of working and living in a remote setting or setting where flexibility and extensive travel is required.
- An understanding of the issues that affect the health and wellbeing of Aboriginal people in remote communities.
- Ability to work in a cross-cultural environment, including working in partnership with Anangu staff and taking direction from Anangu management.
- Good written and verbal communication skills across diverse groups, from Anangu communities, staff and management to government and other non-government agencies.
- Ability to be flexible and work co-operatively in a team.
- Ability to work with minimal supervision including being able to plan and use time effectively.

## **Qualifications:**

Formal qualifications in nutrition, health sciences, human services, community development or early childhood related fields or significant and demonstrated experience in conducting health promotion, education, case management and/or family support activities.

## **Remuneration:**

- Base Salary: \$71,420.82 – 80,806.10 per year
- 9.5% Superannuation
- Generous Leave Entitlements
- Salary Packaging Benefits
- Retention Bonus



## Employment Conditions:

- Work in a manner consistent with NPYWC Values, Code of Conduct, Rules and advocacy positions.
- Follow and work within NPYWC policies and procedures.
- Be responsible and accountable for your own and others health, safety and wellbeing.
- If applicable, the employee will provide the highest standards of service to clients at all levels by modelling service excellence that meets the needs of clients and enhances the profile of NPYWC.
- Some positions will require working in remote communities for extended periods and out of hours' work requiring overnight absences.
- Remote positions include accommodation. Usually this is stand-alone accommodation, however from time to time, based on accommodation and service delivery demands, this situation may change and staff may be required to co-share a NPYWC leased or owned property.
- Every employee is required to have (or willing to obtain) a current and valid criminal history check, and if applicable, a Working with Children Check.
- We require all staff to have a current Australian manual driver's licence.
- A current First Aid certificate or a willingness to undertake training.
- Experience in operating a manual 4WD vehicle or a willingness to undertake training.
- A good level of health and fitness that matches the requirements of the role. If so required by NPYWC you may be required to undergo a pre-employment medical assessment.

**We are committed to building a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.**

**All information will be held in the strictest of confidence.**

To find out more about this position, please contact Shelagh Woods, Child and Family Wellbeing Service Manager, on 08 8958 2366 or visit <https://www.npywc.org.au/jobs/> for more information about the role and what it's like to work for us.

### APPROVED COPY

Signed:  Date: 17<sup>th</sup> January, 2020

**PROGRAM MANAGER**

### ACKNOWLEDGEMENT FOR RECEIPT OF POSITION DESCRIPTION

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Employee Name (Please Print)

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Employee Signature

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Date