

Position: Child Nutrition Development Officer – Alice Springs

NPYWC Program: Child and Family Wellbeing Service

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

Location: Alice Springs based with occasional travel to the NPY region

Base Salary: \$72,492.13 - \$82,018.19 per annum (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:

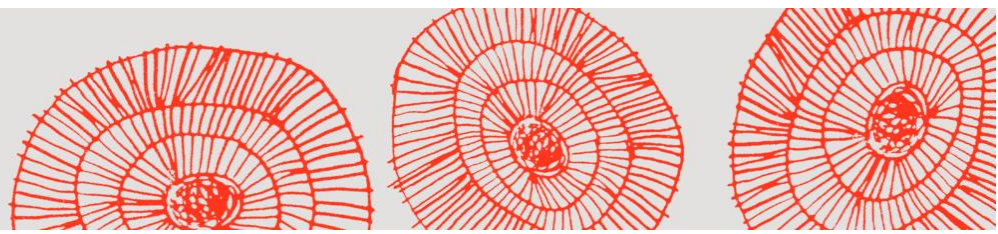
The Child and Family Wellbeing Service is made up of three programs; Child Nutrition, Intensive Family Support and Child Advocacy. The Child Nutrition Program aims to improve the health and wellbeing of children aged 0-5 years residing in NPY member communities. This is achieved through individual family 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 Town-based Child Nutrition Development Officer, you will work collaboratively with the Child Nutrition and Wellbeing Program (CNP) team to support families with children aged 0-5 years, especially those experiencing growth faltering. Your specific focus will be on providing individual nutrition education, advocacy and support to clients and families from the NPY region when they are visiting or staying in Alice Springs. This includes working closely with other Child Nutrition Officers and liaising with Alice Springs service providers to ensure that case management is coordinated and responsive to client needs.

Your Responsibilities:

- In close collaboration with other Child Nutrition Development Officers in the Child Nutrition Team, provide on-going case management to carers and/or families needing support while visiting or staying in Alice Springs. This will include liaison and referrals with other NPYWC programs, community health services and clinics, child welfare agencies, and other welfare agencies servicing the NPYWC region and Alice Springs



- Conduct nutrition workshops and bush picnics with families visiting from the NPY region according to client movements, availability and needs
- Liaise closely with paediatric staff at Alice Springs Hospital to ensure both the effective follow up of clients admitted to hospital and referral of new clients to the nutrition program.
- Provide clients and families with support around social issues that may be impacting on the child's nutrition such as financial issues, housing security and domestic violence.
- Maintain regular communication and build effective relationships with other service providers in Alice Springs and NPY communities to ensure that services for children are holistic and collaborative.
- Ensure adequate supplies of nutritious food and baby products in the office for visiting clients.
- Maintain an inviting space for clients visiting the nutrition office.
- Together with the CFWS Manager and other CNP team members participate in the development of policies and procedures for the CNP.
- 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.
- Ensure records are maintained, including: client case file management on Communicare; workshop statistics; filing of meeting minutes; administration of Emergency Relief and brokerage funds.
- 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:

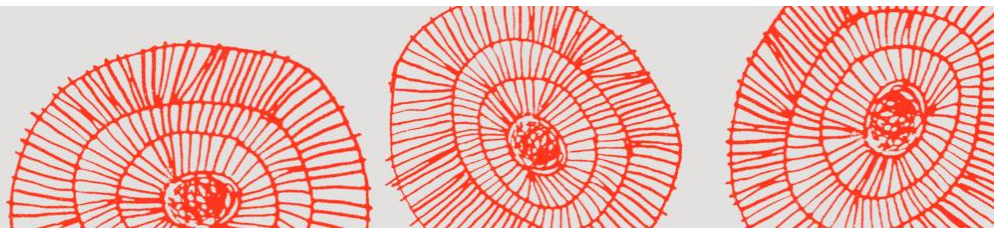
- Experience in, and a commitment to, community development.
- Familiarity of working and living in a remote setting or setting where flexibility and extensive travel is required.
- An understanding of the issues that affect the health and wellbeing of Aboriginal people in remote communities.

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: \$72,492.13 – \$82,018.19 per year
- 9.5% Superannuation
- Generous Leave Entitlements



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| <ul style="list-style-type: none"> ▪ 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. | <ul style="list-style-type: none"> ▪ Salary Packaging Benefits ▪ Retention Bonus |
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Employment Conditions:

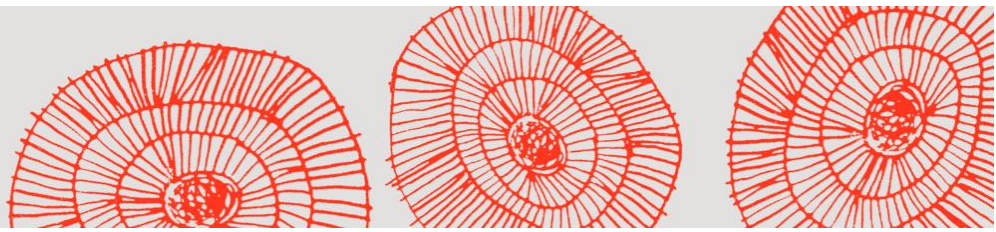
- Work in a manner consistent with NPYWC Values, Code of Conduct, Rules and advocacy positions.
- Follow and work within NPYWC policies and procedures.
- Be responsible and accountable for your own and others health, safety and wellbeing.
- If applicable, the employee will provide the highest standards 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.



**Ngaanyatjarra
Pitjantjatjara
Yankunytjatjara
Women's Council**



To find out more about this position, please contact Shelagh Woods 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: January 2021

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