



**Position Description for the Role of
PROGRAM SUPPORT WORKER
with
BAABAYN ABORIGINAL CORPORATION**

<i>The position at a glance</i>			
ABORIGINAL, FEMALE IDENTIFIED ROLE		0.6 FTE starting salary	\$723.95 per week
Days per week	Three	Superannuation	Will be paid at 9.5%
Duration of contract	Until late June 2021	Salary packaging	Available
SCHCADS Classification	Level 3, Pay Point 1	You will be based at	Emerton, Mt Druitt
Full-time salary rate	\$62,742.16 per year	Job available from	1 March 2021

First, a bit about Baabayn

At Baabayn Aboriginal Corporation, we pride ourselves on being a community, not a service. We are led by four female Elders, and we are strongly committed to Aboriginal self-empowerment. We run a Centre on Luxford Road in Emerton, in the Mount Druitt area, as a place of healing, belonging and connectedness for Aboriginal people.

Our programs include a Tuesday family gathering, a Homework Club, two groups for the rising generations (young mums and teenage girls), and evening cultural yarn-ups, as well as deadly annual events such as weekends at the beach and Mount Druitt Says No to Ice community days. We also do a lot of work behind the scenes supporting people with life issues and being there for them at times of crisis, bereavement and loss.

We are predominantly a women’s space, although we welcome boys and men to join us as appropriate.

To learn more about us, head to our website at www.baabayn.org.au, our YouTube channel at <https://www.youtube.com/channel/UCwP0dvCxCioDVuDrg5Cu-Gw>, and our FaceBook page at <https://www.facebook.com/baabaynelthers>.

And a bit about our team

The Baabayn team has grown organically from Baabayn's beginnings as a cooperation between the Elders and long-term supporters. We focus on living our culture and celebrating our identity, we thrive on the volunteer spirit and partnerships, and we don't exclude non-Aboriginal friends who share our values. Our core team comprises four Aboriginal Directors, five paid part-time staff (eight including you and two others whom we are recruiting), and two full-time volunteers who do a lot of admin. Equally important are the numerous other people, paid and unpaid, who contribute to our work and make our programs possible.

Now about this position

Baabayn needs a friendly, approachable, sensitive Aboriginal "people person" who is available to work for about 23 hours per week and provide practical support to three different programs throughout NSW school term 2 and what is left of term 1.

The three programs are: the Kurung Homework Club, which meets after school on Tuesdays; Wirringa and Booris, our program for young mums and their accompanying preschool children, which meets during the school day on Wednesdays; and "Speak Up Sis", our program for teenage girls, which meets after school on Thursdays and runs until 7.30 p.m.

The person we appoint will not just do essential basic support tasks like catering and driving a twelve-seater bus but also:

- Attend and contribute to the weekly termtime sessions of all three programs;
- Build relationships with program participants, parents and carers so that they will feel comfortable talking with her and expressing any needs that they may have;
- Follow up appropriately on expressed needs for support;
- Support the cultural and other learning of program participants;
- Serve as a role model for program participants.

When you read the detailed list of duties (below), it may sound like a lot. But most of the workload boils down to (a) being a helpful, supportive presence hanging out with Koori children and young people in a comfortable, relaxed environment, and (b) providing some basic support to help ensure that everything runs smoothly.

More detail about the duties, program by program:

The Kurung Homework Club

Every Tuesday evening during the school terms, local Aboriginal children of all ages from five to teenage years gather at Baabayn's Centre to receive one-to-one support with homework and other learning tasks from volunteer tutors. The number of children has just shot up to about 30. We have 20 laptops and a few desktops for the children and a Google-sites "Kurung Online Club" website that was developed in response to the COVID-19 public health emergency and is not "live" at present.

The appointee's duties for Homework Club will include:

- Incorporating an Aboriginal perspective into the learning group experience and contributing occasional cultural learning activities;
- Developing relationships with the children’s parents, grandparents and/or carers and following up on information about any special needs of children or their families;
- Working with the other Kurung staff to prepare the weekly learning activities;
- Helping to keep children safe, e.g. by monitoring outdoor areas to ensure that safety rules are followed;
- Assisting tutors in their understanding of the children’s needs;
- Being a presence in the learning area and contributing to the tutoring where possible;
- Becoming familiar with the available resources and using them to the children’s advantage;

Wirringa and Booris

Up to 12 young mothers, mostly Aboriginal, attend Baabayn’s Centre for about 4 hours during the school day on Wednesdays. They bring with them up to about 15 preschool children, including babies. The children are cared for during each session by Baabayn’s early childhood education and care staff plus carers kindly provided by Blacktown City Council. The sessions are facilitated by the program coordinator, who is a proud Wiradjuri mother and young artist. They feature cultural learning activities (such as exploring different artistic media) and a project, designed by the mums themselves, whose outcome will be the production of a cultural education resource for children. The program is also intended to support the mums in enhancing their life skills and capacity for self-empowerment. Co-operation, self-direction and organisation are all important at the mums’ group.

The appointee’s duties for Wirringa and Booris will include:

- Building friendly, supportive relationships with the mums;
- Listening respectfully to anything they mention about their lives and helping them connect to more specialized support (e.g., Baabayn’s social worker, external services) when they express the need;
- Taking opportunities as they arise to support the learning that takes place at group sessions, e.g. by clarifying, providing examples, modelling, building participants’ confidence that they can meet challenges;
- Being available to serve as assistant facilitator for group sessions if this is required.

Speak Up Sis

Up to about 8 pre-teenage and early-teenage girls are transported to the Centre after school on Thursdays for a program that lasts until they are driven home at 7.30 p.m. The sessions are facilitated by a youth worker (Project Officer) who is a proud Wiradjuri woman, with the hands-on support of the Program Manager. Activities are imaginatively designed to appeal to that age group while broadening their horizons, building their self-confidence, and encouraging them to believe in themselves and their futures. The girls are supported in meeting the challenges of early adolescence. Intended outcomes of their participation in the program include enhanced self-worth, self-awareness, self-direction, emotional intelligence and emotional self-regulation. The girls occasionally manifest challenging behaviors.

The appointee's duties for Speak Up Sis will be similar to those for Wirringa and Booris, except that the way of working will meet the needs of this much younger age group. Additional support with administrative tasks may also be required.

Duties that will be required across all programs

- Collecting program participants from local homes / schools using the Baabayn bus and driving them home at the end of each program session;
- Catering, food preparation and washing up;
- Contributing to keeping rooms and resources clean, tidy and in good working order;
- Contributing to monitoring and evaluation processes, e.g. by keeping records as requested;
- Contributing to maintaining both physical and cultural safety at Baabayn's Centre;
- Contributing to maintaining Baabayn's ethos as a comfortable, welcoming space for Aboriginal people of all ages;
- Being a role model whose personal example reinforces each program's key "messages."

Other duties that the appointee may be asked to perform (workload and skills permitting)

- Contributing to the teaching of cultural (Aboriginal) dance at Baabayn's Centre;
- Simple research tasks such as checking out possibilities for Baabayn to meet some needs by hosting interns;
- "Accidental counselling" or mental health first-aid support (if trained by recognised provider);
- Contributing to Baabayn's digital development (e.g. if a second lockdown creates a need for online learning through the Homework Club).

Your pay, conditions and length of employment with us

If you are the successful applicant, we shall pay you at Level Three, Pay Point 1 of the Social, Community, Home Care & Disability Services Award scale. Other conditions and benefits will be in accordance with the National Employment Standards and that award. Salary packaging can be negotiated with our financial manager, preferably before your first payday with Baabayn.

The position is available from 1 March 2021. It is funded by a short-term, one-off grant from Caritas Australia. The contract will therefore be until the end of Term 2 2021.

SELECTION CRITERIA

The minimum qualifications and core competencies we will require you to demonstrate in your written application and/or at interview

- A. Successful completion of the HSC and/or directly relevant TAFE qualifications at Certificate III, Certificate IV or Diploma level;
- B. Ability to build rapport with Aboriginal children, adolescents and young adults;
- C. Friendly, approachable, sensitive personality;
- D. Excellent person-to-person communication skills;

- E. A valid, current, clean NSW drivers license;
- F. The confidence to drive a twelve-seater bus;
- G. Adequate academic attainment and IT skills to support students up to year 10 in their learning;
- H. Basic knowledge of food hygiene;
- I. Ability to maintain appropriate records;
- J. Ability to work as a member of a team;
- K. Understanding of the importance of boundaries and the ability to maintain them in a loosely structured work environment;
- L. Understanding of, and commitment to, the principles of work health and safety, cultural safety, and privacy and confidentiality.

Other qualifications that would stand you in good stead for working effectively with our young people

- Knowledge of the Aboriginal community of outer Western Sydney, especially the Mt Druitt area;
- Basic understanding of nutrition and a flair for providing good tucker on a budget;
- Additional formal qualifications such as successful completion of training from a recognised provider in Accidental Counselling or Mental Health First Aid;
- Understanding of what it means to work from a trauma-informed, strengths-based perspective;
- Ability to teach cultural (Aboriginal) dance to children and young people;
- Successful completion of a formal program of study in Aboriginal/Indigenous Studies and/or demonstrated familiarity with the resources of traditional Aboriginal culture for supporting healing and well-being;
- Intermediate-level IT skills.

A current, valid NSW Working With Children Check clearance & current, valid NSW driving license will be conditions of employment. Any offer of employment will also be subject to the provision to Baabayn of evidence of the appointee's educational qualifications and a satisfactory National Police Check certificate.

The appointee will be expected either to hold a current First Aid certificate or to acquire one as soon as possible after appointment.

Baabayn Aboriginal Corporation considers that being Aboriginal is a genuine occupational requirement for this position under Section 14 of the Anti-Discrimination Act 1977 (NSW).

Baabayn Aboriginal Corporation considers that being a woman is a genuine occupational requirement for this position under Section 31 of the Anti-Discrimination Act 1977 (NSW).

HOW TO APPLY

Complete applications will include the following:

- A covering letter explaining your interest in the position

- A separate statement that explains why you think that you are the right person for this job. In writing this statement, please remember that we are going to go by the selection criteria listed above in making this appointment. We won't be short-listing people who have not made the effort to show us that they have what it takes to do this job.
- Your CV (resumé), preferably including the names and contact details of two referees.

It is OK to provide these 3 documents either in a single computer file, or in 2 or 3 separate computer files.

We reserve the right not to consider incomplete applications.

Please upload your application materials as instructed by the job board, or email them to helen@baabayn.org.au. Please feel free to email Helen if you have questions about the position or the application and selection processes.

Review of applications will commence on 26 February 2021 and continue until the position is filled. Baabayn reserves the right to re-advertise the position, to split the position between two applicants, or not to make an appointment.