

**Position:** Manager

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

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

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

**Base Salary:** \$110,934.42 – \$120,516.26 (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 primary focus of the Child and Family Wellbeing Service (CFWS) is to deliver targeted, efficient and effective community services within the NPY region, seeking the best possible outcomes with regard to improving the quality of life for Anangu children and communities. This dynamic team works across the tri state region with a number of stakeholders.

### Child Nutrition:

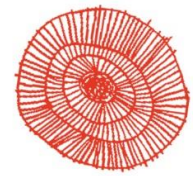
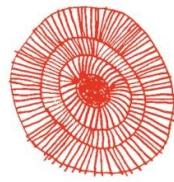
Aims to improve the health and wellbeing of children aged 0-5 years residing in NPY member communities. This is achieved through individual family support and case management for children who are growth faltering or at risk; child nutrition education and promotion through community based workshops; support 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:

The Child and Family Wellbeing Manager is responsible for the overall development, co-ordination and implementation of each of the programs within the service. Leadership of the team ensures staff are able to effectively perform their work with Anangu communities, NPYWC staff and relevant external government and non-government services in the implementation, development and delivery of services which best meet the needs of vulnerable families living in the NPY region.

The three programs within the service work across areas of child health and development; education; community and family safety; child protection; and advocacy. You will have the opportunity to collaborate at the state and territory level, as well as nationally with government departments, non-government organisations and peak bodies. Advocacy with regards to child and family wellbeing will take on an interesting role with particular focus on issues regarding working across the tri state region with multiple service providers and multiple legislations.

A commitment to working with Aboriginal women and their families in a community controlled



**Walytjapiti – Intensive Family Support:**

The Walytjapiti (Caring for family together) Program's vision is for Anangu families to remain healthy and positive about the future. To live in strong and independent communities where there is increased socioeconomic equality, children are in school and adults are meaningfully engaged. These are communities where people are proud of their cultural identity, celebrate its rich and dynamic nature and raise happy, healthy children.

**Child Advocacy:**

The Child Advocacy position was created due to the noticeable increase in families seeking assistance from NPYWC programs and staff to negotiate the Child Protection system. The position works primarily with families where children have been removed, advocating for families in regard to: access arrangements and support; legal assistance; information gathering; kinship carer identification; referrals out and reunification support. This position takes a rights based approach and commits to the Aboriginal Child Placement Principle, that children are best placed within family, community and culture.

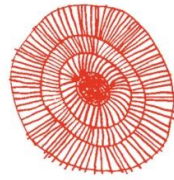
organisation, and an ability to role model the guiding principles of the organisation are priority requisites of the position.

Emotional intelligence alongside a commitment to growing leaders in the sector will be an ongoing focus.

An opportunity to work alongside a dynamic and innovative management team, under the leadership of the unique and knowledgeable Directors of NPY Women's Council awaits you.

**Your Responsibilities:**

- Provide leadership of the CFWS that promotes dedication and accountability to our members, through a commitment to the NPYWC guiding principles and the CFWS service principles.
- Use initiative in the development of innovative practices that support service delivery.
- Co-ordinate the development, implementation, review and evaluation of the CFWS utilising an action research model.
- Work with staff to assist NPY member communities to identify needs and gaps in the provision of services for families/children in NPY member communities.
- Apply for funding opportunities that meet the needs of families and children in the NPY region.
- Meet service agreement responsibilities through service delivery, budget management and reporting.
- Oversee recruitment of staff to the CFWS.
- Directly supervise the senior staff members.
- Facilitate report delivery to Directors and members through Directors meetings and annual general meetings.
- Represent NPY Women's Council effectively at stakeholder meetings or other service platforms as required.
- Advocate for the rights and needs of families and children to relevant Government and non-Government agencies.
- Represent the programs at inter-agency meetings, community meetings and government meetings as required.



- Ensure clear and regular communication is maintained with other NPY Women's Council programs to ensure a co-ordinated response to the needs of children and families on NPY member communities.
- Work collaboratively with relevant organisations for the implementation of the Mai Wiru (good food) Regional Stores Policy on the APY Lands, and other store policies as required.
- Ensure a client database with a system of confidential record keeping of client information is maintained. This includes monitoring the use of the database and implementing improvements in line with effective data management and reporting.
- Ensure confidentiality of client records and workplace information at all times.
- Prepare and update written policies and procedures.
- Prepare annual budgets and monitor project expenditure in order to successfully acquit program funding.
- Participate as a Senior Team Member in general matters relating to NPY Women's Council business.
- Undertake training if required.
- Be responsible for the ensuring that the working environment complies with best practice regarding WHS.
- Other reasonable and lawful duties as directed.

## Skills and Experience:

We are seeking a passionate and motivated individual with significant experience in public health, family support work, outreach work and/or case management. Additionally, the successful candidate will have:

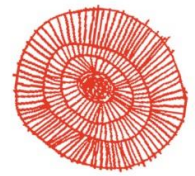
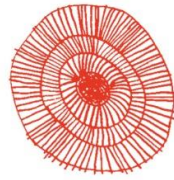
- An ability to provide leadership, mentoring and support to staff in relation to human service provision.
- Excellent interpersonal and logistical skills including team leadership and management, conflict resolution, negotiation, written and verbal communication skills.
- Experience in the development and implementation of projects and policy.
- An understanding of Child Protection legislation.
- Strong written and verbal communication skills.
- An understanding of the issues that affect the health of Aboriginal people in remote communities, particularly children, would be highly desirable.

## Qualifications:

- Degree qualification in Health or Human services
- Post Graduate qualifications in Health or Human Services (desirable)

## Remuneration:

- Base Salary: \$110,934.42 – \$120,516.26 per year
- 9.5% Superannuation
- Generous Leave Entitlements
- Salary Packaging Benefits
- Retention Bonus



## Employment Conditions:

- Work in a manner consistent with NPY Women's Council Values, Code of Conduct, Rules and advocacy positions.
- Follow and work within NPY Women's Council 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 NPY Women's Council.
- 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 NPY Women's Council 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 Sinead O'Connell, Senior HR Officer on 08 8958 2329 visit <https://www.npywc.org.au/jobs/> for more information about the role and what it's like to work for us.

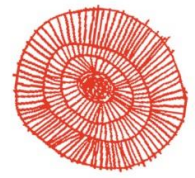
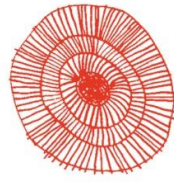
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Signed:



Date: 12 April 2021

**Liza Balmer – CEO**



**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