

Child & Family Aboriginal Corporation

- **JOB DESCRIPTION**
- **Position:** Community Engagement Officer – 35hrs per week
- **Program:** Early Childhood Program
- **Reports to:** Executive Manager, Early Childhood
- **Salary:** Negotiable, dependent on qualifications and experience
- **Award:** Social, Community, Home Care and Disability Services Industry (SCHADS Award 2020)
- **Plus:** Superannuation at ATO SGP rate and excellent salary packaging
- **Plus:** Monthly mobile phone allowance
- **Plus:** Public Holidays, NAIDOC Day, Ex Gratia Days at Easter and Christmas
- **Probationary period:** A six-month probationary period applies to this position
- **Under Section 14D of the Anti-Discrimination Act only for Aboriginal People are eligible to apply**

Yerrabi Yurwang Child & Family Aboriginal Corporation is currently recruiting for a Community Engagement Officer to join its *Early Childhood Program*. Our scholarship program is a community-led Aboriginal initiative that enables, and supports Aboriginal People access to early childhood education qualifications or enhance their existing early childhood education qualifications.

THE ORGANISATION

Yerrabi Yurwang Child & Family Aboriginal Corporation (est. 2019) and its affiliates Yerrabi Yurwang Health and Yerrabi Yurwang Housing (est. 2024) (all referred to as Yerrabi) were established due to the high unmet health and wellbeing needs of the local Aboriginal Community residing in Canberra's northwestern Ngunnawal region. *Yerrabi Yurwang* means to 'walk strong' and was bestowed upon the organisation by our esteemed and respected *Ngunnawal Elder Aunty Agnes Shea OAM*, who was also a Founding Board Member of *Yerrabi Yurwang* and our Inaugural Patron. Yerrabi Yurwang operates in the Northwest of the Australian Capital Territory, part of the traditional lands of the *Ngunnawal People*. Yerrabi is an Aboriginal Community Controlled Organisation (ACCO), which means it is owned and operated by Aboriginal People, for Aboriginal People, and is committed to the principle of *self-determination whereby we engage and empower Aboriginal People and their Families who utilise Yerrabi's services and programs*.

Yerrabi is committed to protecting children and young people from all forms of abuse, bullying, exploitation and neglect, and to creating environments in all our programs and services where children are safe and feel safe. We are committed to listening to children and addressing any concerns they raise with us. Yerrabi will treat all allegations of child abuse very seriously. We will report all allegations in compliance with incident reporting, mandatory reporting and reportable conduct requirements. *As a Child & Protection Organisation (CAPO), relevant Yerrabi staff are required to have a demonstrated and genuine commitment to child safety, and to always behave appropriately towards children. Yerrabi is committed to protecting children and young people from all forms of abuse, bullying, exploitation and neglect, and to creating environments in all our programs and services where children are safe and feel safe. We are committed to listening to children and addressing any concerns they raise with us. Yerrabi will treat all allegations of child abuse very seriously. We will report all allegations in compliance with incident reporting, mandatory reporting and reportable conduct requirements.*

THE PROGRAM

Yerrabi's *Early Childhood Program* is a Connected Beginnings Collective Impact initiative that benefits Aboriginal children in the ACT through cross sector collaboration in improving the support and service system to address their needs and the needs of their families. The program focuses on promoting the learning and developmental outcomes necessary for positive transitions to school.

The Early Childhood Program includes our Aunty Agnes Shea Scholarship Program which provides financial support and wrap around supports for early childhood educators in the Early Childhood Education and Care sector. Additionally, this position will work with important external stakeholders, such as the ACT Education Directorate and key Aboriginal community Controlled organisations.

THE ROLE

As a Community Engagement Officer, you will work to assist in community-led initiatives that best respond to their needs and aspirations for Aboriginal children and families and contribute to achieving equity in school readiness and educational outcomes between Aboriginal and non-Aboriginal children. This role will also assist with Yerrabi's playgroups and other program activities.

As Community Engagement Officer you will work collaboratively with Aboriginal community members, local ACCO's, relevant Government and Non-Government Organisations and undertake relevant duties to:

- Improve local, culturally based and community-led responses to improve outcomes 0-5 years and their families through the Connected Beginnings program.
- Enhance coordination, integration and effectiveness of service and system responses supporting the early developmental years.
- Contribute to Closing the Gap priority reforms with particular focus on Targets 2, 3 and 4.

And

- Support Aboriginal community members to access early childhood education qualifications or enhance their existing early childhood education qualifications through the Aunty Agnes Shea Scholarships.

As mentioned above, Yerrabi is a CAPO, this role requires the successful applicant to undergo a Community Agency Employee Consent Application (CAEC) assessment for clearance by the ACT Childcare Youth & Families - Health & Community Services Directorate (CFY), as per their guidelines and requirements. The successful applicant will be required to complete a CAEC and provide the following licenses and checks:

- *Driver's License*
- *Current WWVP*
- *Current Driver's History*
- *Current National Police Check*

Yerrabi will reimburse expenses for above checks (i.e. WWVP, driver's history and NPC) on evidence of a receipt of payment when the successful applicant is recruited.

MANDATORY TRAINING:

All relevant employees of Yerrabi are required to complete Mandatory Training and program specific training upon commencement of employment and complete refresher training as required.

ESSENTIAL CRITERIA:

- Adhere to Yerrabi's Vision Statement, Values and Goals.
- Relevant qualifications in community engagement, community development or relevant experience.
- Demonstrated sound understanding of Aboriginal issues, knowledge and culture, and proven ability to apply this practice, knowledge of programs that support culturally appropriate education practices.
- Demonstrated ability to develop strong relationships and work effectively with a wide range of stakeholders including community, Government and Non-Government Organisations.
- Demonstrated high level verbal, written communication and organisations skills to work in partnership and collaboration with internal and external stakeholders, including participants and their families, universities, RTO's, support staff and senior executives from the ACT Government.
- Demonstrated ability to determine resources required to assist the Executive Manager to successfully manage and co-ordinate program activities.
- Demonstrated ability to assist the Executive Manager in the development and evaluation, to assess program effectiveness and its impact, to measure progress to improve and achieve projected goals and outcomes.

- Demonstrated knowledge of services, programs and evidenced-based best practices that support culturally appropriate responses.
- Demonstrated knowledge and understanding of the 5 elements of the Closing the Gap Child Placement Principle.
- Demonstrated experience in designing and delivering community-based projects, preferably with exposure to Aboriginal populations within communities.
- Demonstrated ability to create reports, project briefs, newsletters, information sheets and other documentation.
- Demonstrated ability with the use of technology including appropriate computer software to fulfil the responsibilities of the role.
- Demonstrated experience and interest in working to make sustainable system change for young children and their families.

WHAT YOU CAN EXPECT

- Be part of a hardworking, good humoured and supportive team.
- Work in an organisation that values its people and promotes a strong sense of belonging.
- Hybrid and flexible working conditions.
- Excellent salary packaging.

NEXT STEPS

QUESTIONS: Contact Elena McAvoy, Executive Manager, Early Childhood on 0400 123 258 or via email at elena@yerrabi.org.au using the subject line: Community Engagement Officer Position Enquiry.

TO APPLY PLEASE SEND:

- A one-page cover letter outlining your suitability for this position
- A current resume/CV - highlighting your demonstrated experience and knowledge in this position
- Include copies of qualifications, training, certificates and any other relevant documentation
- Updated details of two referees that can be contacted should you be the preferred candidate.
- Forward your application to Elena McAvoy, Executive Manager, Early Childhood elena@yerrabi.org.au using the subject line: Community Engagement Officer Application.

CLOSES: Friday 8th May 2026 – 5pm