

EXCITING NEW OPPORTUNITY

ABORIGINAL ENGAGEMENT WORKER

Do you have a passion for supporting your
Aboriginal community and connecting young
people in education, community, employment
and culture?

For more information, visit
www.junction.org.au





EXCITING NEW OPPORTUNITY AVAILABLE

Aboriginal Engagement Worker Navigator Program

- Support Aboriginal and Torres Strait Islander young people to re-engage with their education
- Organise and run cultural groups for young people
- Work closely with Aboriginal community members and Aboriginal Organisations
- Provide support to Navigator staff to ensure cultural awareness and competency
- Support schools and education settings to be culturally safe and inclusive

45 hours a fortnight/

3 days a week

Apply by: 14/05/2024

Please see full position description for role description and responsibilities. Application process can be found on the final page.

ABOUT JUNCTION

Junction Support Services

Junction is a not-for-profit organisation who has been changing lives since 1989. We support people within our whole community – from infants who are part of our supporting young parent's program, to the children and adults who receive counselling for trauma such as family violence. From the young people we care for in our Residential Care houses, to the adults of all ages who we support in response to homelessness and family violence.

Our purpose and vision are communities without disadvantage through supporting individuals and families to achieve their full potential. Our values are embedded in all that we do. They form the basis of our strategic and business planning, recruitment processes, training and leadership development. These are inclusive of:

- Inclusion & Diversity
- Integrity
- Innovation
- Collaboration
- Respect

We ensure our staff treat people as individuals and promote and encourage decision-making and community involvement across our service areas. Our employees proudly provide quality services to support our community and clients in a flexible, honest, fair and confidential manner.

We acknowledge that in Navigator we work across the lands of Dhudhuroa, Wiradjuri, Bpangerang, Yorta Yorta and Taungurung Country in Ovens Murray. We acknowledge the traditional custodians of these lands and recognise their continuing connection to the land, water and community. We pay respect to Elders past, present and emerging. We extend that respect to all Aboriginal and Torres

Please note we commonly use the word "Aboriginal", recognising that Aboriginal people are the Traditional Owners of the lands in which we work across Victoria. We acknowledge and respect that Torres Strait Islander people are among the First Nations of Australia and that both Aboriginal and Torres Strait Islander people are an important part of our staff and the communities we work with.



ABOUT NAVIGATOR

The Navigator Program

The Navigator program is funded by the Department of Education (DE) and is available state-wide across all seventeen Victorian Government Areas. Junction Support Services delivers the program in the Ovens Murray area.

The Navigator Program supports young people 12–17 years of age who are at risk of or have disengaged from education (attendance of 30% or less) to overcome barriers and successfully re-engage with education.

The program actively works with young people, their family and support networks to address issues that contribute to their disengagement from education. The Navigator Aboriginal Engagement Worker will be responsible for providing a culturally safe and inclusive service to young people referred to the Navigator Program.

The Navigator Aboriginal Engagement Worker will assist in building the capacity of school communities to create a positive and culturally safe environment that encourages disengaged Aboriginal or Torres Strait Islander students to re-engage in learning. The Navigator Aboriginal Engagement Worker will provide secondary consultation and case direction to staff in the Navigator program that are working with and supporting Aboriginal and Torres Strait Islander families. The Navigator Aboriginal Engagement Worker will seek cultural recommendation from Community to ensure place-based knowledge and considerations are met for education re-engagement planning.

The Navigator Aboriginal Engagement Worker is responsible for role modelling safe and inclusive practice across the Navigator program to meet the needs of young people and their families. This includes responding to barriers to education engagement and being responsive and adaptable to addressing barriers to student participation, including holding a culturally focused lens in all service delivery. Navigator plays a critical role in creating access and opportunities for engagement in education and accessing support.



ABOUT THE ROLE

What do I need to be able to do this job?

Selection Criteria

A relevant qualification such as:

–Certificate IV in Community Services or similar and a minimum of 5 years of experience in a relevant role

or

–Diploma of Community Services or similar and a minimum 3 years' experience in a relevant role

or

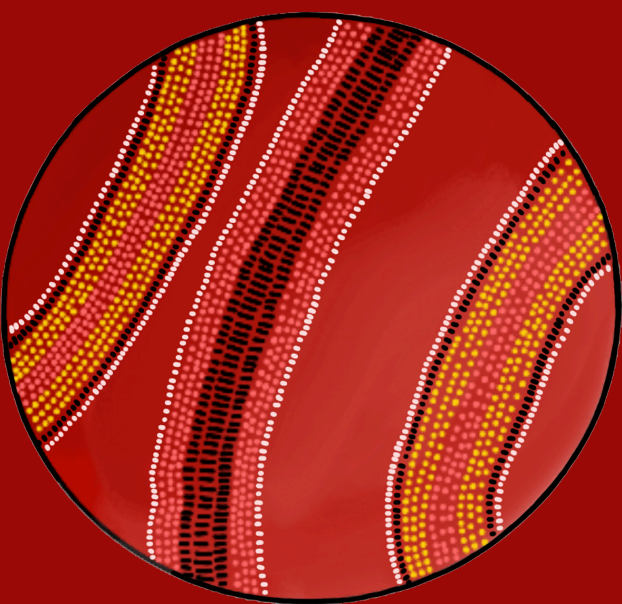
–Bachelor of Social Work or similar and experience in a relevant role

2. An understanding of the issues affecting Aboriginal and Torres Strait Islander peoples

3. An ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.

4. A demonstrated understanding of Aboriginal culture and/or issues affecting the Aboriginal community

5. Experience working with young people with a focus on understanding the barriers that lead to disengaging from education



HOW DO I APPLY?

Recruitment Process

Applications must include:

- A letter that outlines a bit about you and your background, why you are a good fit for this role, and how you fit the requirements of the position as described in the “Key Selection Criteria”.
- A resume/CV detailing employment history and experience;
- A completed Reference Checks Form (within this employment pack) providing the names and contact numbers of three professional referees (include current employer/supervisor) who can provide comment on work performance.

If you would like to have a phone call first to chat about the position please call the Junction on 02 6043 7400.

Applications must be received by 14 May 2024 and emailed to:

recruitment@junction.org.au

Alternatively, sent to:

Anna Woodland

People & Culture Administration Officer

Junction Support Services

PO Box 1490

Wodonga VIC 3689



Position Description

Position Title:	Navigator Program- Aboriginal Engagement Worker
Program and Team:	Navigator - Re-Engagement and Community Safety Team
Version No:	01
Probationary Period:	6 Months from commencement date
Location:	Dhudhuroa, Wiradjuri, Bpangerang, Yorta Yorta and Taungurung Country Junction Support Services- Wodonga Office
Award:	Social, Community, Home Care and Disability Services Award 2010 (Victoria)
Classification:	Social and Community Services Employees, Level 5, Paypoint 1
Hours of Work:	Monday to Friday- between 8:30am and 5:30pm- 45 hours per fortnight
Tenure:	Fixed term to 31 December 2024
Reports To:	Re-engagement Team Manager
Date Updated:	30 April 2024

Affirmative measure – Aboriginal and Torres Strait Islander employment provision is set out in section 26 of the Australian Public Service Commissioner’s Directions 2016 and is within the meaning of special measures under subsection 8(1) of the *Racial Discrimination Act 1975*.

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These are inclusive of:

- Inclusion & Diversity
- Integrity
- Innovation
- Collaboration
- Respect

We ensure our staff treat people as individuals and promote and encourage decision-making and community involvement across our service areas. Our employees proudly provide quality services to support our community and clients in a flexible, honest, fair and confidential manner.

This is an Aboriginal identified position; therefore, only Aboriginal people are encouraged to apply.

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The Navigator Program supports young people 12-17 years of age who are at risk of or have disengaged from education (attendance of 30% or less) to overcome barriers and successfully re-engage with education.

The program actively works with young people, their families and support networks to address issues that contribute to their disengagement from education. The Navigator Aboriginal Engagement Worker will be responsible for providing a culturally safe and inclusive service to young people referred to the Navigator Program.

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Shepparton

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Morwell

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reception@junction.org.au

The Navigator Aboriginal Engagement Worker will assist in building the capacity of school communities to create a positive and culturally safe environment that encourages disengaged Aboriginal or Torres Strait Islander students to re-engage in learning. The Navigator Aboriginal Engagement Worker will provide secondary consultation and case direction to staff in the Navigator program who are working with and supporting Aboriginal and Torres Strait Islander families. The Navigator Aboriginal Engagement Worker will seek cultural recommendations from the Community to ensure place-based knowledge and considerations are met for education re-engagement planning.

The Navigator Aboriginal Engagement Worker is responsible for role modelling safe and inclusive practice across the Navigator program to meet the needs of young people and their families. This includes responding to barriers to education engagement and being responsive and adaptable to addressing barriers to student participation, including holding a culturally focused lens in all service delivery. Navigator plays a critical role in creating access and opportunities for engagement in education and accessing support.

Position Objectives:

1. Work closely with key stakeholders and the community to effectively support Navigator young people to engage and refer young people who meet the eligibility criteria.
2. Develop individual learning, re-engagement and cultural support plans that are informed by the cultural needs of the Aboriginal and Torres Strait Islander children and young people, their families and community.
3. Creating and strengthening partnerships with the Navigator team and other organisations to support optimal outcomes for Aboriginal and Torres Strait Islander young people.
4. Work closely with key stakeholders to increase the capacity and cultural safety of all education settings.
5. Provide individualised practical support which is tailored to the young person's needs.
6. Provide relevant data and reports regarding student disengagement and intervention outcomes for Aboriginal and Torres Strait Islander young people to drive continuous improvement.

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Organisational Context/Relationship:

The Navigator Aboriginal Engagement Worker reports directly to the Re-Engagement Manager.

This role supports the Navigator Program which is located within the Re-engagement and Community Safety Team.

Internal Liaison:

- CEO
- Chief Operating Officer
- General Manager- Client Services
- Re-engagement and Community Safety Service Manager
- Re-engagement and Community Safety Team Manager
- Other Managers, staff and volunteers
- Finance and Payroll
- Quality and Safety
- IT and Administration
- People and Culture
- Service Participants

External Liaison:

- Local Government, State & Federal Government Departments
- Department of Education
- Department of Families, Fairness and Housing
- Department of Justice and Community Safety
- Community Service Organisations
- All Education and Training Providers
- Victorian Police
- Youth Justice
- Community Groups & Networks
- Peak organisations
- Ovens Murray Community

Key Responsibilities:

Service Delivery:

- Support Aboriginal and Torres Strait Islander young people to connect to their culture, Country, and Community.
- Support Aboriginal and Torres Strait Islander young people under the Case Management framework when presenting with multiple and complex needs.
- Ensure that the Aboriginal and/or Torres Strait Islander student's rights and confidentiality are maintained within all work practices.

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- Support Aboriginal and Torres Strait Islander young people prior to, during and after culturally significant events/dates
- Organise days of recognition or celebration for culturally significant events people (Invasion/Survival Day, Sorry Day, Reconciliation Week, NAIDOC week, etc).
- Promote cultural safety and social and emotional wellbeing for Aboriginal and Torres Strait Islander people and their families.
- Promote recovery and raise awareness and understanding of generational trauma.
- Support the voice of Aboriginal and Torres Strait Islander young people to be heard, valued and respected.
- Encourage Aboriginal and Torres Strait Islander young people to participate in tasks documented in their re-engagement plan.
- Work closely with schools and education settings to increase their capacity, cultural safety, and inclusive practices.
- Advocate on behalf of Aboriginal and Torres Strait Islander young people to optimise access to appropriate programs and services.
- Advocate for culturally appropriate adjustments to be made to programming and education planning.
- Use of culturally appropriate strategies to engage and support Aboriginal and Torres Strait Islander young people who have not responded to traditional interventions.
- Provide practical support to Aboriginal and Torres Strait Islander young people in areas of need where no other services are available.
- Provide cultural groups and activity engagement for Aboriginal and Torres Strait Islander young people.
- Provide cultural awareness and cultural education groups for all young people accessing the Navigator program.
- Build and maintain strong relationships and connections to Aboriginal Community Controlled Organisations and local members of the Aboriginal and Torres Strait Islander Communities.
- Encourage connections and relationships between all Navigator staff and Aboriginal Organisations and community members.
- Support all young people and their families in their right to choose to work with an identified Navigator worker or not.

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- Support all young people and their families in their right to choose to work with an Aboriginal Community Controlled Organisation or not.
- Provide secondary consultation and case direction to staff in the Navigator program for all Aboriginal and Torres Strait Islander families.
- Liaise with the broader community to facilitate linkage and ongoing support to young people to maximise their life opportunities and develop further opportunities to build connections and community engagement.
- Operate under a trauma-informed practice model.
- Operate under a Strengths-Based and Best Interest Principles approach.
- Participate in professional meetings relevant to the program.

The Organisation:

- Implement Junction Support Services' aims and objectives through competent work practices.
- Comply with Junction Support Services' policies and procedures, funding guidelines and legislative requirements.
- Adhere to established protocols that exist between Junction Support Services, DE and other service providers.
- Follow Occupational Health and Safety standards, guidelines and practices. Participate in the identification of potential and actual hazards and managing risks.
- Take responsibility for input into the day-to-day operations of the organisation, as well as policy development.
- Maintain the organisation's ideological framework of a strength-based work practice.
- Contribute to team building principles.
- Individually contribute to ensure effective communication occurs within the organisation.

Administration:

- Maintain administrative requirements of the program including confidential client records/case notes, reports, government mandatory data collection and other data collection processes.
- Provide written reports as required – for example, client file notes.

Performance Development:

- Actively participate in Supervision, provided by the Re-Engagement and Community Safety Team Manager fortnightly when on probation and monthly thereafter.
- Cultural Supervision provided in partnership with suitable service provider as negotiated with candidate

- Actively participate in JSS' Performance Development Framework (PDF) as per JSS' Performance Development Policy.
- Participate in own training and professional development as identified through the PDS.
- Ensure 100% compliance with all aspects of the PDS.

Other:

- Attend and participate in meetings as directed by the Re-Engagement and Education Team Manager
- Other duties as required by the organisation.

Selection Criteria

Essential

1. A relevant qualification such as:

- Certificate IV in Community Services or similar and a minimum of 5 years of experience in a relevant role
or
- Diploma of Community Services or similar and a minimum 3 years' experience in a relevant role
or
- Bachelor of Social Work or similar and experience in a relevant role

2. An understanding of the issues affecting Aboriginal and Torres Strait Islander peoples

3. An ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.

4. A demonstrated understanding of Aboriginal culture and/or issues affecting the Aboriginal community

5. Experience working with young people with a focus on understanding the barriers that lead to disengaging from education

Benefits

- 5 weeks annual leave pro rata
- 17.5% leave loading on 4 of the 5 weeks annual leave pro rata
- Generous salary sacrificing available with a wide range of options
- Annual wage increases (in accordance with Fair Work adjustment or CPI)
- 50 hours or \$500 pro rata (whichever occurs first) to contribute to relevant non mandatory and professional development training costs
- The support of regular internal supervision

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- Access to Professional/Clinical Debriefing for critical incidents experienced in relation to work
- The potential to take leave without pay and an unpaid career break
- Ability to take all personal leave days as carers leave
- 4 weeks paid maternity leave or 1 weeks paid paternity leave
- Reimbursement for HEP A/B and flu vaccinations
- A supportive environment that includes comprehensive induction and assistance with professional development
- Access to agency vehicles for all work related travel

Conditions of Employment:

The Aboriginal Engagement Worker is part time, fixed term to 31st December 2024 and is to be worked at 45 hours per fortnight, based primarily at Junction's Wodonga office. The service is operational between the hours of Monday to Friday – 9:00am to 5:00pm, as negotiated with the Re-Engagement Team Manager. The position will require some work to be undertaken outside of normal working hours. There is no paid overtime, but any additional hours worked will be accrued as Time in Lieu.

This position is classified under the Social, Community, Home Care and Disability Services Award 2010, as Social and Community Services Employee, Level 5, Paypoint 1. The year selected as the commencement level of salary will depend upon qualifications and proven relevant experience, and includes the option of salary sacrificing. The terms and conditions of employment are in accordance with Junction Support Services' Enterprise Agreement (2017).

Identifying as Aboriginal and/or Torres Strait Islander is a genuine requirement for this position under section 26 of the Australian Public Service Commissioner's Directions 2016 and is within the meaning of special measures under subsection 8(1) of the Racial Discrimination Act 1975.

You may be required to provide Confirmation of Aboriginal and/or Torres Strait Islander heritage under the Australian Public Service Commission requirements.

A maximum accrual of fourteen (14) hours' time in lieu applies at any one time and is to be taken within one month of accrual. No more than four (4) weeks annual leave is to be accrued without manager's approval.

Employer superannuation contributions will be paid in accordance with the Superannuation Guarantee Charge Act.

The successful applicant will be required to satisfactorily meet pre-employment checks, including: at least two (2) professional referees, a criminal records check, Victorian Working with Children Check, and proof of qualifications.

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The successful applicant will initially be engaged for a probationary period of six (6) months. A probationary review before six (6) months will be undertaken.

Organisational vehicles are available for authorised use and are to be used at all times for work-related purposes in accordance with the organisation's Motor Vehicle Policy. For this reason, it is a requirement that all employees hold a current driver's licence whilst employed with the agency.

In the event of an internal application, accrued leave entitlements will be carried over.

Application Procedure:

Junction Support Services does not bind itself to make any appointment whatsoever from applications received.

Applications must include:

- A letter that outlines a bit about you and your background, why you are a good fit for this role, and how you fit the requirements of the position as described in the "Key Selection Criteria".
- resume/CV detailing employment history and experience;
- a completed Reference Checks form (within this employment pack) providing the names and contact numbers of three professional referees (including current employer/supervisor) who can provide comments on work performance.

If you would like to have a phone call first to chat about the position please call the Re-engagement and Community Safety Manager – Cassie Diano on 02 6043 7400.

Applications must be received by **10 am, Tuesday 14 May 2024** and emailed to:

recruitment@junction.org.au

Alternatively, sent to:

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People & Culture Administration Officer
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Applicants invited to attend an interview must bring to the interview their original certificate as proof of qualification.

Declaration of Current and Ongoing Capacity:
(To be completed by successful applicant only)

I have read and understood this Position Description and in signing this document agree that I am capable of fulfilling all of the requirements of the position as described both in writing in this document, along with any verbal explanations in terms of:

- a) The knowledge, skills and attitudes required; and
- b) My physical and psychological capacity to undertake the work.

I understand and accept that I must also comply with JSS' policies and procedures.

Additionally, I agree to notify Junction Support Services of **any change** in my capacity to meet the requirements as outlined in this Position Description, including any changes in the status of my driver's licence and/or my ability to meet legislative requirements such as the Working With Children Check and police check.

Name:

Signed:

Witnessed:

Date:

Junction Support Services is a child safe organisation and is proud to be an equal opportunity employer.

Reference Checks

I, <name>....., consent to any reference checks that may be necessary to support this application.

Please give the names and telephone numbers and of three professional referees whom we can approach for references. These people will need to be able to adequately comment on the specifics of your work performance. It is a mandatory requirement that you obtain a referee from a current supervisor or direct manager, and therefore no personal referees should be supplied. Please note the third referee is required to ensure our recruitment process remains efficient and therefore, they may not be contacted.

Referees

1. Name: Phone Number:
 Organisation:
 Relationship to applicant:
(eg, supervisor, manager, lecturer)

2. Name: Phone Number:
 Organisation:
 Relationship to applicant:

3. Name: Phone Number:
 Organisation:
 Relationship to applicant:

I confirm the above referees have consented to act as a referee on my behalf and have given me permission to release their contact details to Junction Support Services for the purpose of this application. I understand that failure to gain the consent of the persons listed above to act as referees and provide their contact details may result in Junction Support Services not considering me for employment.

I further understand that only information which may assist me gain employment or assess my suitability for employment will be sought from the referees, and that such information will be handled in accordance with Junction Support Services’ Privacy Policy, including the provision of access to that information.

I understand that any false or misleading information given in this application may render my employment, if I am appointed, liable to termination. I declare that to the best of my knowledge, the above information and that submitted in any accompanying documents is correct.

Applicant’s Signature: Date:

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