***Biripi Aboriginal Corporation*** *Medical Centre*

 *Position Description*

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| Education Officer – Part Time |
| **Position Function** | Support, encourage and engage with children to participate in learning programmes and skills development activities, which they previously may not have been able to pursue by means of quality individual education and mentoring. |
| **Reports to** | BACS Manager  |
| **Supervises** | Nil |
| **Location** | TAREE |
| **Department** | BACS |
| **Hours of Work** | Part Time – 24 hours per week  |
| **Award** | Teachers and tutor/instructors - level 1 |
| Key Responsibilities |
| * Promote the welfare and interests of children and young people in the Permanency Support Program and their families.
* Improve the education participation and achievement of the children and young people in our BACS Permancy Support Program.
* Encourage and support children and young people to become active and independent learners.
* Plan relevant and engaging mentoring sessions that provide skills that are transferrable to a classroom.
* Prepare and implement appropriate learning programs tailored to meet the unique education needs of the student being mentored designed to motivate and encourage students.
* Record and report on weekly mentoring sessions.
* Work collaboratively with other team members and be willing to co-operate with both government and non-government agencies in the best interests of the child/young person.
* Maintain an understanding of the principles of Child Protection
* Perform other duties as requested by your Manager
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| Meetings |
| * Attend meetings as and when required including all staff and team meetings.
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| Training and Education |
| * Attend relevant orientation workshops, etc. as required.
* Participate in appropriate education to maintain and develop professional expertise, skill and knowledge.
* Attend ongoing training as required.
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| Mandatory Requirements |
| * Be aware of Biripi ACMC complaints mechanism and administration procedures to undertake investigations as and when required.
* Work as a member of a team in order to achieve the objectives of Biripi ACMC.
* Confidentiality is a mandatory requirement. Any breach of this requirement may result in instant dismissal.
* Compliance with all policies and procedures of Biripi ACMC.
* Perform other duties as requested by your Manager.
* Report to the BACS Manager the next working day any criminal charges & convictions
* Attend Fire drill annually.
* Attend Child Protection Mandatory Reporting training.
* Participate in monthly supervision/mentoring sessions with BACS Manager.
* Participate in annual performance appraisal with BACS Manager.
* Undergo criminal and working with children checks in accordance with legal requirements.
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| Workplace Health and Safety |
| * Be familiar with the WH&S policies and procedures and be responsible for own safety and that of fellow employees, clients and visitors.
* Apply WH&S guidelines and procedures
* Identify and rectify safety hazards if within ability or authority. Alternatively report safety hazards in the workplace.
* Maintain a harassment, discrimination, violence and bullying free workplace.
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| Essential  |
| * Aboriginality
* Demonstrated ability to engage & work effectively with aboriginal people and communities.
* Current NSW drivers licence.
* Strong interpersonal and communication skills.
* Effective time management and personal organisational skills.
* Ability to work independently, as a team member.
* Self-motivated.
* Experience working in an Permanency Support environment
* Strong Computer Skills.
* Relevant tertiary qualifications
* Knowledge of Children and Young Persons (Care and Protection) Act 1998
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| Desirable |
| * Experience working in an Aboriginal organisation
* Current Advanced First Aid certificate.
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I agree to abide by Biripi ACMC standards and policies and confirm that I have read and understood the job description and agree to comply with same. Should I not fully understand any aspect of this Position Description I am aware of whom to approach.

………………………………………….. ……./……./…….

Employee Signature

…………………………………………..

Print Name

I agree to abide by Biripi ACMC standards and policies and confirm that I have read and understood the position description and agree to comply with the same. Furthermore, I am aware that a condition of my employment is that I am subjected to criminal record history checks tri-annually. Likewise, I am aware that I must maintain a clear record to remain employed by Biripi ACMC and I am required to inform the CEO of any possibility of my related record being tainted.

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Employee Signature Date

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CEO Date