



JOB DESCRIPTION AND STATEMENT OF DUTIES

JOB TITLE:	Early Intervention Officer - Aboriginal Identified
TEAM:	Early Intervention
LINE MANAGER:	Early Intervention Coordinator
KEY RELATIONSHIPS:	The Early Intervention Officer will maintain primary relationships with the Community Programs Team and all Community partners, stakeholders, funding bodies and relevant Government Departments.
TERMS AND CONDITIONS:	Full Time as per contract, guided by NSW Social, Community, Home Care and Disability Services Industry Award 2010.
BASE SALARY:	\$70,000 (Level 1) \$72,000 (Level 2) \$74,000 (Level 3) \$76,000 (Level 4)
PACKAGE BENEFITS:	Superannuation as per Superannuation Guarantee Charge (currently 10%). Option for salary sacrifice paid to any employee debt or bill.

1. JOB PURPOSE

The Early Intervention Officer will research, develop, implement, monitor, evaluate and consult on programs and initiatives that benefit the Aboriginal Community of the South West Sydney Region.

2. DUTIES AND RESPONSIBILITIES

- Provide advice and support to clients in the Early Intervention Placement Prevention (EIPP) Program.
- Undertake and meet all case management responsibilities in relation to the EIPP Service Delivery Schedule.
- Coordinate the development, promotion, implementation, monitoring and evaluation of appropriate programs and initiatives as identified annually in the EIPP Service Delivery Schedule.

- Assist with the coordination, promotion, implementation and evaluation of appropriate programs and initiatives as identified annually in the Community Builders Service Delivery Schedule.
- Develop and participate in NDIA planning for allocated clients.
- Build and maintain professional working relationships and partnerships with funding bodies, key Indigenous Community organisations and other service providers.
- Maintain regular, effective and meaningful contact with children, young people, family's relevant agencies and key stakeholders.
- Consult with Aboriginal Community, individuals and key partners or stakeholders as required.
- Identify new partnership opportunities for KARI programs and in consultation with your Line Manager, explore and develop appropriate partnerships.
- Undertake research and data analysis to evidence the needs of the Community.
- Maintain relevant DCJ reporting requirements.
- Develop and prepare internal and external reports as required including, but not limited to, program briefs and submissions to your Line Manager.
- Participate in the planning and administration of the Divisional Budget as required.
- Participate and contribute to Community programs forums as directed by your Line Manager.
- Prepare, develop and maintain databases.
- Attend monthly supervision meetings with your Line Manager and complete the tasks identified at these meetings. Identify personal learning needs and give feedback on the service including the identification of gaps and areas for improvement.
- Attend any KARI meetings as requested by your Line Manager.
- Undertake and participate in regular evaluations of the service and take part in annual appraisals of staff performance and team planning days.
- Undertake specific tasks allocated by your Line Manager relating to the promotion of the service and the enhancement of the partnership between the team and key stakeholders.
- Contribute to the development and maintenance of a positive, supportive and collaborative team environment including the ongoing learning of all team members through the sharing of ideas and feedback from training.
- Advocate for KARI and Aboriginal people, children and young people in the sector.
- Other duties as directed.

3. ELIGIBILITY REQUIREMENTS

- Aboriginality.
- Possession of a current NSW Driver's License – minimum P2.
- Willingness to undertake a Working with Children Check and National Police Check.

4. SELECTION CRITERIA

- Qualifications that may include University or TAFE certification that is relevant to the position, and/or extensive life skills.
- Undertake and meet all case management responsibilities in relation to individual clients allocated.
- Experience working with children, adolescents, families and communities.
- Ability to demonstrate excellent planning and time management skills.
- Good written and verbal communication skills.
- Analytical problem solving, research and data analysis skills.
- Strong interpersonal skills with the ability to communicate effectively build relationships and consult with a diverse range of external stakeholders.
- Solid working knowledge and contemporary understanding of the issues faced by children and families, in particular the issues faced by Aboriginal communities.
- Good computer skills with knowledge of the Microsoft Office package of tools and Outlook. Experience using database tools and the capacity to navigate the internet for work purposes.
- Ability to respect and work within the values of KARI and commitment to reflecting and adhering to KARI's policies and procedures.
- Ability to work co-operatively and respectfully with team members, Community and professionals from various agencies and cultural backgrounds.