



Position Description

Position Title:	Family Support Coordinator
Location:	Darwin
Hours:	Part time
Tenure:	24 month
Classification:	Level 6

Background

The Children's Ground is a First Nations organisation. The Children's Ground Approach is designed and delivered through the leadership of First Nations people. We are committed to systems change to ensure dignity, justice and equity for all children and families. Our work focuses on national reform as well as evidencing a new way of working. The Children's Ground Approach is a whole of community, whole of life approach. We privilege First Nations knowledge systems and practice. Over the course of a generation, led by local expertise, we create and deliver an integrated system that is centred on learning, development and wellbeing that responds to the child and their family through the key transition points from pre-birth to young adulthood. Our approach recognises the cultural, social and economic strength of our communities. We build on this over a generation to ensure a future for our children and grandchildren that gives them freedom, opportunity and rights to their culture and identity.

Children's Ground (CG) operates in Central Australia and across the Top End (TE), with support provided by a Melbourne-based Shared Services team.

Position Summary

Central to CG strategy is community wellbeing and development. Family and community environments influence children's early learning and development. Supporting people to realise their priorities for their community is paramount. Community development and wellbeing relates to all our operational areas. Supporting people to engage in developing and driving advocacy and solutions for their priorities is also an important part of community and personal agency. Reviving, celebrating, and maintaining cultural traditions and life is supported through our everyday practice including through delivery of community development activities.

The key characteristics of CG community development and wellbeing platform are:

- Local Governance and Leadership
- Community Safety
- Social and Cultural Meeting Places
- Comprehensive Learning and Wellbeing across generations including:
 - Early Childhood Learning Wellbeing and Development
 - Childhood Learning Wellbeing and Development
 - Youth engagement and support
 - Adult engagement and support
 - Nutrition and Health Promotion
 - Social and Emotional Wellbeing
- Referral support

- Resource Centre
- Employment & Economic opportunities

The Family Support Coordinator position ensures that the Family Support Service is delivered with quality and integrity in accordance with the Children’s Ground Approach. The role is responsible for the administration and facilitation of the Family Support Service, and the management of staff.

Key Relationships

Directly reports to:	Regional Director - Top End
Key Internal liaison:	Community Support Coordinator, CG staff, Directors, Research and Evaluation Director and Officer
Key External liaison:	Child and Family service providers, Department of Territory Families, families from Minmarrama, Kulaluk, Knuckeys Lagoon and 15 Mile (Palmerston Indigenous Village)

Key Responsibilities

1. Family and children
 - The Family Support Service focuses on the Greater Darwin Region in the following communities: Minmarrama, Kulaluk, Knuckeys Lagoon and 15 Mile (Palmerston Indigenous Village).
 - Family support involves providing support and assistance to families to:
 - help them keep their children safe, at home
 - reunify children in care with their birth family
 - support pregnant mothers to grow up healthy and safe children
2. Supervise and manage staff
3. Support CG integrated service delivery
 - Work together with the CG TE Health and Early Learning teams
4. Reporting
 - Maintain accurate, up to date records
 - Participate in the reporting requirements of the Family Support Service funding agreement
5. Work with the evaluation and data team in relation to robust data collection and any key projects
6. Relationships and stakeholder management
 - Develop collaborative relationships with service partners, participating in local Service Delivery Forums, to promote service collaboration and integration
 - Liaise with a wide range of organisations and businesses who have a shared interest in following the leadership of community members and the goals of individual Community Plans. Develop, strengthen & maintain relationships
 - Maintain joint working relationships across CG operations.
 - Represent Children’s Ground in key meetings as requested

7. Operational systems and standards
 - Ensure all programs are delivered with quality and integrity
 - Develop community led, governance standards and practice
 - Ensure Policies and Procedures are in place, reviewed, implemented and updated as needed
 - Ensure compliance with relevant regulations, laws and standards
 - Ensure risk management policies and systems are up to date
 - Operate within the requirements of CG philosophies, policies and procedures as well as regulatory requirements

8. Contribute to Children's Ground
 - Be a positive, innovative and active member of CG and participate and support broader activities of the Darwin office
 - Support a strong, connected, respectful and supportive organisation
 - Participate in professional development programs offered by CG
 - Undertake other tasks as requested to support the delivery of CG

Key Selection Criteria

- Relevant qualifications and experience, such as social work, community development and social science
- Experience working with First Nations communities and an understanding of the effects of colonisation, disempowerment and intergenerational trauma
- Strong understanding of strength based and trauma informed approaches
- Excellent communication and community engagement skills
- Experience of early intervention in relation to child, family and community safety
- Knowledge of child protection issues and the NT child protection system
- Experience in case management
- The ability to develop a strong network for service provider referral

Personal Attributes

- Passionate about social justice and improving outcomes for First Nation communities
- Self-starter who thinks systemically and thrives in an environment that is ambiguous and complex
- Creates and embraces a culturally diverse workforce
- Highly collaborative
- Innovative and thinks adaptively about problem resolution
- Focus on achieving excellence