


## Koori Playgroup & Events Support Assistant (Identified position)

EMPLOYMENT DETAILS			
<b>Role type</b>	Full Time	<b>Award</b>	SCHADS 3
<b>Hours per week</b>	0.6 - full time (negotiable)	<b>Classification</b>	3.1
<b>Length of Term</b>	Fixed Term	<b>Salary</b>	As per award
<b>Reports to</b>	Koori Playgroup & Events Coordinator	<b>Additional Benefits</b>	Access to Salary Packaging
<b>Secondary Report</b>	Manager - Youth Strategy and Connection	<b>PD Last Review Date</b>	12 months

ORGANISATIONAL CONTEXT	
 <p><b>VACCHO member organisations</b></p>	<p>Bendigo &amp; District Aboriginal Cooperative (BDAC) is an ACCO (Aboriginal Community Controlled Organisation) registered as a member under the umbrella of VACCHO (Victorian Aboriginal Community Controlled Health Organisation) and represented nationally through NACCHO (National Aboriginal Community Controlled Health Organisation).</p> <p>BDAC was founded to represent and provide services to Aboriginal and Torres Strait Islander people living on Djaara Country.</p> <p>BDAC has a responsibility to ensure growth of services, development of our Aboriginal and Torres Strait Islander community, better and improved health outcomes for our people, improved quality of life and be a lead agency in providing self-determination employment and career pathways for Aboriginal people.</p>



LOCAL WORK ENVIRONMENT
Bendigo and District Aboriginal Co-operative provides a range of specialist services for Community living on Djaara Country including a Medical Clinic, Health and Wellbeing, Family and Community Services, and Kindergarten.

POSITION OBJECTIVE
The Koori Playgroup & Events Support Worker (KPES Worker) works alongside our Koori Playgroup & Events Coordinator to create and maintain a culturally safe and enriching environment for Koori families with the coordination and running of playgroup sessions. This role focuses on supporting children's wellbeing, developing parenting skills, and fostering connections within the community. The Support Worker will engage with families to strengthen their connections to culture, community, and services.

With a strong focus on events, the KPES Worker contributes to the coordination and delivery of community events, both large and small. This includes assisting with event logistics, liaising with families and stakeholders, and helping to create welcoming spaces for community.

### BDAC'S VISION AND CORE VALUES

***"Empowered generations belonging to strong families, culture and community".***

Our Lore refers to the stories, customs, beliefs, and spirituality of our People. Our Lore guides our work and has been passed down through generations by our ancestors and knowledge holders. Our five LORE principles are:

- We keep our focus on Community priorities.
- We are brave.
- We think outside the box.
- We create a safe, caring, and supportive environment.
- We are accountable.

Please refer to our <https://www.bdac.com.au/our-strategy> for further information about our underlying principles within the BDAC Strategy.

### KEY POSITION RESPONSIBILITIES

<p><b>Primary Responsibilities</b></p>	<p><b>Playgroup, Family and Community Engagement:</b></p> <ul style="list-style-type: none"> <li>• Work alongside the Koori Playgroup &amp; Events Coordinator (KPEC) to Plan, coordinate, and facilitate regular Koorie Supported Playgroup (KSP) sessions that support children's development and parental engagement.</li> <li>• Explore and implement new opportunities for family connection and engagement.</li> <li>• Develop and maintain strong relationships with Koori families, providing support and guidance to enhance their parenting skills and confidence.</li> <li>• Assist with facilitating cultural, community, and service connections to benefit families and their children.</li> <li>• Actively engage with internal and external programs and services to integrate them into the playgroup space.</li> </ul> <p><b>Early Childhood development:</b></p> <ul style="list-style-type: none"> <li>• Utilise a strong understanding of the early childhood education system to support the developmental needs of young children.</li> <li>• Provide information and opportunities for children and their carers to enhance their relationships and connections.</li> <li>• High confidence in facilitating small group interactive sessions during KSP sessions</li> <li>• Previous experience working with children</li> </ul> <p><b>Event support</b></p> <ul style="list-style-type: none"> <li>• Assist with organising and delivering annual and one-off events across BDAC, both large and small</li> <li>• Provide support with event logistics, including shopping for supplies, running errands, liaising with suppliers</li> </ul>
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	<ul style="list-style-type: none"> <li>Liaise with families and stakeholders and help to create welcoming spaces for community.</li> </ul> <p><b>Administrative Duties:</b></p> <ul style="list-style-type: none"> <li>Assist to maintain accurate records related to playgroup attendance, family engagement, and event documentation.</li> <li>Assist with parenting supports, resources and strategies to support children's early years development.</li> <li>Help to provide a safe and non- judgemental space to talk and learn about parenting experiences.</li> <li>Work collaboratively with funding agencies and key stakeholders Such as, Department of Families Fairness and Housing (DFFH), Communities 4 Children (C4C), Maternal Child health services, djimbaya kindergarten and other relevant stakeholders.</li> <li>Ordering and tracking supplies, merchandise, and catering</li> <li>Managing email correspondence and responding to enquiries</li> <li>Liaising with vendors, performers, and community partners</li> <li>Assisting with event planning, scheduling, and coordination</li> <li>Attending planning meetings and taking minutes as needed</li> </ul>
<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>Model and abide by BDAC Values, Code of Conduct, Policy, and Procedures.</li> <li>Participate actively in supervision and professional development activities.</li> <li>Ensure that you participate in team meetings, staff meetings and other community activities as requested.</li> <li>Ensure that you adhere to legislative requirements.</li> <li>Ensure that you report any risks identified immediately to your line manager.</li> <li>Participate within the team to ensure performance against expectations including performance management and staff development, in accordance with BDAC's policies and procedures.</li> <li>Ensure that all staff are provided with and operate in a safe environment in accordance with BDAC'S OHS policies and procedures.</li> <li>Participate in Continuous Quality Improvement (CQI) activities.</li> </ul>

### COMMITMENT TO SAFETY

- All children have the right to be children and live free of abuse and neglect, so they can grow, learn, and develop. Everyone within BDAC is responsible for ensuring a culture of child safety, preventing child abuse, and abiding by the Child Safe Standards.
- BDAC is committed to the health and wellbeing of its employees and stakeholders.
- BDAC has a zero tolerance to all forms of violence.

### KEY SELECTION CRITERIA

- Passion and experience in early years education and care.
- Excellent interpersonal skills, with ability to build strong rapport with people from different backgrounds and experiences Connection with our local Aboriginal Community

- Ability to work independently and as part of a team
- Experience in stakeholder engagement with family and community services
- Knowledge and experience of BDAC's programs and services to the local community
- Computer skills, ability to use a range of software and IT based reporting systems

**Preferred / Desired / Mandatory Education, Training and/or Competencies.**

- A relevant tertiary qualification in Social Work, Psychology, Early Childhood Specialist and / or Community Services or related behavioral sciences at a degree level or associated diploma level with substantial experience in the relevant service stream.

### CONDITIONS OF EMPLOYMENT

- Must pass a Criminal Police Record Check.
- Must pass and provide copy of Working with Children's Check (*or Teachers Registration if applicable*).
- Must hold current full Victorian Drivers Licence and provide a copy.
- Must have the right to work in Australia.
- Must pass an Employment History check; and
- Must have and maintain a commitment to child safety, equity, inclusion, and cultural safety.
- **Vaccination Policy:** all staff are encouraged to be vaccinated against whooping cough, measles, mumps, and rubella (MMR) (*if not immune*), influenza (*annually*), hepatitis A and B, chicken pox (*if not immune*); shingles (*for eligible people*), and COVID-19. It is expected that Clinic and kindergarten staff will be vaccinated against the above diseases and will be required to complete a **Vaccination Consent Form**. It is also expected that Clinic staff will be vaccinated against diphtheria, tetanus and pertussis (DTP).

### EMPLOYEE STATEMENT

**I have read, understood, and accepted the above position description of the Koori Playgroup & Events Support Worker**

**EMPLOYEE NAME:** .....

**SIGNATURE:** .....

**DATE:** ...../...../.....