

wayipungitj
bupup balak wayipungang initiative
(Formerly Koorie Preschool Assistant)

EMPLOYMENT DETAILS			
Role type	Full Time	Award	SCHADS
Hours per week	Up to 38	Classification	As per contract
Length of Term	Ongoing	Salary	As per award
Reports to	Kindergarten Director	Additional Benefits	Access to Salary Packaging
Secondary Report	CEO	PD Last Review Date	12 months

ORGANISATIONAL CONTEXT



Bendigo & 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).

BDAC was founded to represent and provide services to Aboriginal and Torres Strait Islander people living on Djaara Country.

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.

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 focus of the wayipungitj is to support participation of Aboriginal and Torres Strait Islander children in culturally engaging and supportive kindergarten programs, resulting in improved learning, development and wellbeing outcomes.

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

Primary Responsibilities	<ul style="list-style-type: none"> • Build and strengthen trusting relationships between families, local Aboriginal communities and Kindergarten services • Promote and advocate for/with Aboriginal families to support ongoing access to their Kindergarten of choice • Spend at least 50% of time working in collaboration onsite with local Kindergarten services to increase their capacity to provide culturally inclusive and welcoming environments, programs and practice • Support Kindergarten services to self identify areas for them to work towards cultural inclusivity and visibility • Provide resources, knowledge and advice to Teachers and Educators to encourage advancement toward their identified goals • Equip Kindergarten teachers and educators with the necessary cultural knowledge to develop and maintain a culturally inclusive educational program • Share information with families that enhances and grows early years participation (e.g family services, health, MCH) • Keep accurate records of service support, visits and evidence of increased cultural inclusivity as a result of wayipungitj intervention • Proactively identify professional development needs and undertake opportunities for learning and skill development • Proactively identify networking and information sharing opportunities with other relevant organisations and stakeholders, and use information gathered to drive continued improvement. Organisations include, but are not limited to, Department of Education, VAEAI, LAECG's, local government, MCH, and other family/child health services providers
General Responsibilities	<ul style="list-style-type: none"> • Model and abide by BDAC Values, Code of Conduct, Policy, and Procedures. • Participate actively in and facilitate supervision and professional development activities. • Ensure that you participate in team meetings, staff meetings and other community activities as requested. • Ensure that you adhere to legislative requirements.

	<ul style="list-style-type: none"> • Ensure that you report any risks identified immediately to your line manager. • Participate within the team to ensure performance against expectations including performance management and staff development, in accordance with BDAC's policies and procedures. • Ensure that all staff are provided with and operate in a safe environment in accordance with BDAC'S OHS policies and procedures. • Participate in Continuous Quality Improvement (CQI) activities.
--	---

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

- Demonstrated high level communication skills, including being able to share/disseminate information effectively with families, teaching staff and wider community whilst respecting confidentiality and rights of families and community
- Ability to work collaboratively in team settings as well as independently
- High level of experience working with Aboriginal families couple with a strong understanding of the barriers and enablers of inclusive practice, and how this can be applied in early learning settings
- Proven ability to develop work plans based on analysed and interpreted data, showcasing practical knowledge of program planning and delivery in early learning settings
- Ability to apply practice principles of learning frameworks such as the VEYLDF when developing interventions/programs that can positively impact children's development whilst attending Kindergarten

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

-

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 again diphtheria, tetanus and pertussis (DtP).

EMPLOYEE STATEMENT

I have read, understood, and accepted the above position description of the Koori Pre-School Assistant

EMPLOYEE NAME:

SIGNATURE:

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