

Position Description

Position Title:	Family Liaison Officer – 50D
Program:	Early Childhood Approach
Salary:	Wanslea Enterprise Agreement, Level 5/6



Purpose, Values and Aspiration

Our Purpose

We support children and young people to grow and develop safely.

Our Values

We Care

We Collaborate

We Are Accountable

We have Courage

We Celebrate

Our Aspiration

We create exceptional opportunities for every child and young person to thrive

Commitment to Child Safety

Wanslea is committed to ensuring the safety, wellbeing and inclusion of all children; and has zero tolerance of child abuse or any form of harm. It is expected that staff and volunteers will always act in a way that prioritises the safety and wellbeing of children by ensuring that children feel safe and are safe.

Diversity Statement

Diversity, equity and inclusion are foundational to Wanslea's purpose, values and strategies. To achieve a culture of inclusion, we must unlock the power of our people. Providing access to meaningful opportunities, creating an environment

in which everyone can thrive and grow personally and professionally. We strive to build and nurture a culture where inclusiveness is a reflex, not an initiative. Where there is a deep sense of pride, passion and belonging that transcends any role, service, language or country and is unified in our shared commitment to excellence, innovation and social responsibility.

Position Intention

This position is responsible for the development and implementation of a Community Capacity Building Plans in line with culturally appropriate strategies for the Early Childhood Approach Program. It is a genuine requirement for this position that the successful candidate be Aboriginal and/or Torres Strait Islander as per section 50D of the Equal Opportunity Act 1984.

Key Responsibilities

Purpose, Values and Aspiration	<ul style="list-style-type: none"> Promote and demonstrate the Purpose, Values and Aspiration of Wanslea Embed our Purpose, Values and Aspiration in all work practices and interactions
Core Competencies of the Role	<ul style="list-style-type: none"> Capture the voice and experiences of community to shape the understanding of issues and ensure Aboriginal families and children's voices are heard Develop and implement a Community Capacity Building Plan incorporating community engagement, partnerships and community building strategies Liaise with internal and external services to maintain relevant links and networks to strengthen services for children with developmental delay or disability and their families to ensure effective referral pathways Work collaboratively with a range of key stakeholders to develop region wide initiatives that are consistent with meeting identified needs in the community and the objectives of the service
Organisation and Time Management	<ul style="list-style-type: none"> Participate in the development of monthly and quarterly reports as required
Quality and Improvement Focus	<ul style="list-style-type: none"> Contribute to the achievement of the overall objectives in Wanslea's Strategic Plan and the overall objectives of the organisation Participate in the implementation of the Practice and Quality Assurance Framework
Communication and Interpersonal Relationships	<ul style="list-style-type: none"> Work with others to co-design new ways of working using community conversations and using local knowledge to gather community data, narratives and stories of lived experiences Build partnerships with local Aboriginal organisations and community groups that hold cultural authority to support and elevate community leadership ensuring Aboriginal people lead the decision making Coordinate and participate in service promotion, training and professional development activities Communicate the roles, goals and functions of the Wanslea ECA service in accordance with program guidelines and contractual requirements Support the development and communicate the role, goals and function of the ECA in the region Develop and maintain an effective service network through the provision of information and marketing
Professionalism	<ul style="list-style-type: none"> Adhere to privacy requirements and NDIA's Information Technology requirements in line with program obligations

Decision Making and Problem Solving	<ul style="list-style-type: none"> Support service mapping activities across the region and establish relevant partnerships as appropriate
Teamwork and Leadership	<ul style="list-style-type: none"> Actively participate/liaises in other Wanslea programs are required. Work with the team to achieve the goals of a cohesive, functional and focused team Contribute to the achievement of the goals in Wanslea's Strategic Plan and the overall objectives of the organisation Participate in regular Wanslea team meetings and other ECA meetings including discipline meetings
Child Safety	<ul style="list-style-type: none"> Embed the National Principles of Child Safety into all work undertaken Ensure all reporting requirements are met in regard to any risk to child safety

Selection Criteria

Essential Experience	<ul style="list-style-type: none"> Degree qualification in health promotion, community development or related discipline and/or significant experience Aboriginal and Torres Strait Islander; identifies as Aboriginal or Torres Strait Islander or is accepted as Aboriginal or Torres Strait Islander in the community in which he or she lives Demonstrated experience working with Aboriginal families as well as established links to the Aboriginal community Demonstrated experience in designing community engagement frameworks for health, education and/or community organisations Experience in coordinating and facilitating consumer and community engagement events and activities within an allocated budget Demonstrated ability to develop, implement and evaluate community awareness programs Demonstrated understanding of the National Disability Insurance Scheme and the needs of children and families with a disability
Personal Qualities	<ul style="list-style-type: none"> Awareness and understanding of the functional and social impact of disability and the importance of social inclusion High level verbal and written communication including the ability to engage and communicate with various groups Proven organisational and time management skills with the ability to prioritise multiple tasks and meet agreed deadlines Ability to identify key stakeholders and build strong effective working relationships and partnerships Capacity to work creatively and independently, demonstrate initiative and actively develop a supportive team environment Demonstrated ability to network and access community resources Demonstrated commitment and ability to maintain an ethical, inclusive and nonjudgmental approach to disability
Required Compliance Documents	<ul style="list-style-type: none"> Current Working with Children Check Current satisfactory National Police Clearance



	<ul style="list-style-type: none">• Current satisfactory NDIS Worker Screening Check• Current WA Drivers Licence• Work eligibility within Australia
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