



SHINE for Kids®

We are **passionate** about **transforming** the lives of **children**, young people and **families** affected by the **criminal justice system**

JOB TITLE	Aboriginal Support Worker
REPORTS TO	Aboriginal Programs Manager
DIRECT REPORT	Volunteers
INTERNAL STAKEHOLDERS	<ul style="list-style-type: none">• All SHINE for Kids employees, volunteers and students• Child Safety Officer
EXTERNAL STAKEHOLDERS	<ul style="list-style-type: none">• Young people and their carer's and families• Correctional Centre Staff and Management• Government Departments• External Contractors• Community Agencies,
LOCATION	Kempsey
STATUS	15 hours per week

SHINE for Kids is the only national charity to provide services to support children and young people from infancy through to reaching adulthood at 18, our programs operate in secure, open custody, and transitional correctional facilities throughout NSW, ACT, VIC and QLD, and encompass:

- Mentoring
- Casework and Parenting
- Supported Transport
- Onsite Engagement Facilitation including Child and Family Centres and supported prison visits
- Aboriginal Program
- Educational Support
- Carer Support

SHINE for Kids programs are designed to provide positive opportunities to reduce the likelihood of children transitioning into child protection and justice systems, help avoid family fragmentation, and to reduce both juvenile and adult recidivism.

JOB PURPOSE

Assist in the delivering the Belonging to Family program to parents in the Mid North Coast Correctional Centre, their families and children. You will be responsible for delivering course content pre-release and providing integrated community support post release for 12 months.

DUTIES AND RESPONSIBILITIES

Main Duties

- Facilitation of Program in custody
- Supporting the development of strong partnerships with service providers
- Referring children and families to services providers to build a solid network of effective supports for them
- Assisting the Belonging to Family Manager - Kempsey with post release offenders where required
- Utilising surveys and evaluation forms for carers and children regarding appropriate activities for children
- Developing activities for children including educational activities and cultural excursions
- Working to a budget for activities
- Organising with carers of children (and carers) to attend appropriate activities
- You will provide your supervisor with regular updates on the development and changes with the online reporting form
- Documenting outcomes of activities and incorporate Aboriginal cultural values and address the needs of children of prisoners in the context of culture, family and community
- Completing monthly reporting,
- Record attendance for activities
- Keep accurate statistics on participation groups.
- Attending various Interagency meeting as required and community meeting
- Database entry for each client case management meeting
- Working close consultation with the Education Coordinator
- Firmly establish ties and strong support to key local Aboriginal agencies including Traditional Owner Groups and Elders.
- Improve relationships between Aboriginal offenders, children, families and community members who participate in the program. Ensure a link to a support network prior to release.
- When conducting group sessions incorporate Aboriginal cultural values and address the needs of children of prisoners in the context of their culture, family and community
- Undertake project administration duties
- Provide regular, professional quality good news stories or case studies which promote the achievements of the Belonging to Family Program
- Recruiting and training of volunteers
- In collaboration with HR and Volunteer Coordinator ensuring all staff/volunteers have current WWCC, Safe Guarding Children Course, Prison induction and any other compliance.
- Supporting volunteers to work within SHINE for Kids program guidelines and maintaining professional relationships with parents, carers and Corrective Services staff.

OTHER DUTIES

Other duties, tasks and projects as required based on the:

- The person's demonstrated skills and abilities
- Relevant/related qualifications
- Previous experience
- Adherence to and not in any conflict with or breach of any SHINE for Kids:
 - Policies and procedures
 - Code of conduct
 - Guidelines for adhering to professional role boundaries

PERFORMANCE IMPROVEMENT AND EVALUATION

- Participate in ongoing training and professional development activities
- Attend meetings and training as required
- One on one catch up on a regular basis
- Participate in semi-annual performance discussions

WORKPLACE HEALTH AND SAFETY

- Have an understanding and adhere to work, Health and Safety policies and procedures to ensure the health and safety of yourself and others at the workplace at all times
- Report all WHS hazards and incidents as per policy requirements and actively participate in any corrective actions that may arise post reporting
- Ensure your personal health and wellbeing is supported via sound self-care practices and the use of the SHINE for Kids Employee Assistance program
- Work within all specific Corrective Services NSW WH & S requirements when working within Corrective Services environments.
- Where required, conduct risk assessments on programs and activities to ensure the safety of staff, volunteers, children and their families, inmates and others
- Be aware of strategies to maintain personal health and wellbeing (eg: using the SHINE for Kids Employee Assistance Program).

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Everyone at SHINE for Kids from Executive staff to volunteers take seriously our commitment and responsibility to safeguarding children and young people across all our programs and services in a supportive environment that is caring, safe, nurturing, free from bullying, abuse, exploitation and neglect. As an employee of SHINE for Kids, you are required to meet the behavior standards outlined in our SHINE for Kids Safeguarding Children Commitment Statement and Safeguarding Code of Conduct – Professional Ethics Policy. You will have received a copy of this statement as part of your letter of employment. You can also access a copy of this statement on the SHINE for Kids website.

Therefore as a part of your duties and responsibilities, you are also required to:

- provide a welcoming and safe environment for children and young people
- promote the safety and wellbeing of children and young people to whom we provide services
- ensure that your interactions with children and young people are positive and safe
- provide adequate care and supervision of children and young people in your charge
- act as a positive role model for children and young people
- report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- maintain valid ‘working with children’ documentation
- undergo periodic ‘national criminal history record’ checks
- report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.

It is an offence under the commission for Children and Young People Act 1998, for a “prohibited person” to apply for this position. Relevant Criminal History, Corrections Criminal Record Inquiry (NSW only), Apprehended Violence Orders, prior employment and background checks including relevant disciplinary proceedings, Working with Children Checks and verifications, will be conducted on selected applicants.

Our organisation undertakes additional screening processes to ensure the appropriate protection of children in its care. This includes reference checks, identity check, qualification checks and professional registration checks.

KEY PERFORMANCE INDICATORS

- To be agreed upon

EDUCATION/LICENCES/INDUSTRY EXPERIENCE

- Tertiary Qualifications in Human Services (Social Work, Welfare or Community Welfare) or equivalent experience
- Current Working with Children Check (Paid)
- Current Drivers Licence (travel required)
- Criminal History Records Check (where applicable)
- Our organisation undertakes several screening processes to ensure the appropriate protection of children in its care. This includes reference checks, Identity check, qualification checks and professional registration checks.

KEY SELECTION CRITERIA

- Minimum 1 year experience working with Aboriginal and Torres Strait Islander and Culturally and Linguistically diverse young people and families
- Excellent verbal, written, interpersonal communication skills
- Ability to manage multiple stakeholders at one time
- Excellent time management skills
- Ability to think laterally in relation to problems/issues
- Ability to work independently and enjoy working as part of a small team
- Ability to manage external contractors effectively
- Attention to detail and a hands on approach
- Experience in recruiting, training and supporting volunteers as an integral part of a service delivery model preferred
- Demonstrated understanding of the issues and challenges that young people face
- Understanding of the needs of Aboriginal and Torres Strait Islander and Culturally and Linguistically diverse young people and families
- Awareness of current Child protection legislative requirements
- This specific position is Indigenous Identified and is open only to applicants of Aboriginal and/or Torres Strait Islander heritage, in line with s42, Discrimination Act 1991.
- This program is open to men and women.

TRAINING REQUIRED

Provided by SHINE for Kids

- Orientation training in regards to the policies, procedures and practices specific to this role
- Work Health and Safety Training
- Child Protection Training
- Ongoing staff development opportunities through SHINE for Kids and externally with other training providers
- SHINE for Kids Client Database Training

Provided by Office of the Children’s Guardian

- Child Safe eLearning – online

Provided by Corrective Services NSW

- Security Awareness Training

ACKNOWLEDGMENT

I acknowledge that I have read and understood the requirements of this position.

Employee Name:

Employee Signature:

Date:

