



**Ngaanyatjarra Pitjantjatjara Yankunytjatjara  
Women's Council (Aboriginal Corporation)**

**JOB DESCRIPTION**

**Updated July 2009**

<b>Title:</b>	Child Nutrition & Well Being Program Manager
<b>Section:</b>	Child Nutrition Program
<b>Funding:</b>	Commonwealth Dept of Health and Ageing (OATSIH) and/or Aust. FaHCSIA
<b>Location:</b>	Alice Springs with some bush travel
<b>Classification:</b>	Full time; \$62,000 - \$77,000 base rate commensurate with experience. Actual salary approx. \$69,130 to \$84,680 with salary packaging tax relief plus District Allowance; Super contribution 9% of gross; generous leave entitlements.
<b>Responsible to:</b>	NPY Women's Council Deputy Co-ordinator
<b>Contact:</b>	Human Resource Officer on (08) 8958 2356
<b>Apply to:</b>	Confidential – Human Resource Officer NPY Women’s Council PO Box 8921, Alice Springs NT 0871 or <a href="mailto:hr.officer@npywc.org.au">hr.officer@npywc.org.au</a>
<b>Website:</b>	<a href="http://www.npywc.org.au">www.npywc.org.au</a>

**JOB SUMMARY**

The Child Nutrition Program Manager is responsible for the overall development, co-ordination and implementation of the NPY Women’s Council Child Nutrition Program.

The focus of the Program is to:

- Provide health and nutrition support and education for mothers, babies and carers.
- Provide individual case management and support for families.
- Advocate for NPY families and children in relation to child protection intervention.
- Assist local communities to increase their ability to implement initiatives including community-based programs that will improve the nutritional status of children, particularly those under five years of age.
- Undertake community development such as improved store policy and support community initiatives to address nutrition and child issues.

- Maintain and establish partnerships with other regional and local service providers to ensure that services for children in the NPY region are holistic and collaborative.
- Administer brokerage for families to provide emergency relief to enable them to provide adequate nutrition for their children.

This Manager is responsible for the management of the Program, including budgeting, with support from the NPY Finance and Administration sections.

## **DUTIES**

1. Co-ordinate the development, implementation, review and evaluation of the Child Nutrition Program utilising an action research model.
2. Work with the Child Nutrition team to assist NPY member communities to identify needs and gaps in the provision of services for children on NPY member communities.
3. Work with the Child Nutrition team to support and establish community-based programs for children in NPY member communities.
4. Advocate for the rights and needs of children to relevant Government and non-Government agencies.
5. Represent the Child Nutrition team at inter-agency meetings, community meetings and government meetings as required.
6. Liaise with relevant funding bodies and community organisations for the provision of better services for children on NPY member communities.
7. Ensure clear and regular communication is maintained with other NPY Women's Council programs to ensure a co-ordinated response to the needs of children on NPY member communities.
8. Work collaboratively with relevant organisations for the implementation of the Mai Wiru (good food) Regional Stores Policy on the APY Lands, and other store policies as required.
9. Ensure a client database with a system of confidential record keeping of client information is maintained.
10. Ensure confidentiality of client records and workplace information at all times.
11. Provide supervision and support to the Child Nutrition Program staff.
12. Prepare and update written policies and procedures.
13. Prepare annual budgets and monitor project expenditure so as to remain within budget.
14. Prepare submissions, reports and collate data as required by the funding bodies within the specified time frame, as per Service Agreement(s).
15. Attend and provide reports to NPY Women's Council Directors, General Meetings and other meetings as required.
16. Participate as a Senior Team Member in general matters relating to NPY Women's Council business.

17. Undertake training if required.
18. Be responsible for the appropriate use and safe maintenance of NPY Women's Council vehicles.
19. Other reasonable and lawful duties as directed.

## **SELECTION CRITERIA**

### **Essential**

1. Tertiary qualifications in Community Development, Public Health or related social sciences and or extensive demonstrated relevant professional experience.
2. Demonstrated experience and interest in working with Aboriginal people, in particular children.
3. A comprehensive understanding of the issues that affect the health of Aboriginal people in remote communities particularly in Central Australia.
4. Experience in the development and implementation of projects and policy.
5. Good written and verbal communication skills across diverse groups: Anangu community members, NPY members, staff and management, government and other agencies.
6. Demonstrated ability to manage staff in a fair and efficient manner.
7. Ability to work in a cross-cultural environment in partnership with Anangu staff.
8. Ability to be flexible and to work co-operatively in a team and take direction.
9. Ability to work with minimal supervision including being able to plan and use time effectively.
10. Willingness and ability to travel to remote communities for extended periods of time if required.
11. Satisfactory criminal history check.
12. Current Australian driver's license.
13. A good level of health and fitness. Note: If so required by NPYWC at any time, you must undergo a satisfactory medical examination (including a pre-employment medical examination) for the purpose of determining whether you are able to perform the inherent requirements of your position. Any such medical examination will be at the employer's cost, and copies of any medical report will be provided to you. You must advise NPYWC of any illness, injury, disease, or any other matter relating to your health or physical fitness which may prevent you from performing your duties, or which may affect your ability to work safely

### **Desirable**

1. Experience, knowledge and commitment to implementing programs using an action research model.

2. Experience in the development and implementation of programs and policy.
3. Demonstrated ability to develop good working relationships across a range of sectors and in a variety of settings.
4. Knowledge of Western Desert languages or a willingness to learn.
5. Knowledge of NPY communities.
6. Experience in operating a 4WD vehicle or a willingness to undertake training.
7. Manual driver's licence is highly desirable.
8. Comprehensive computer skills
9. Current First Aid Certificate or a willingness to undertake training