

Position: Assistant Manager

NPYWC Program: Child and Family Wellbeing Service

Employment Details: Full Time – fixed term for 12 months.

Location: Alice Springs with travel to NPY region

Base Salary: \$109,153.19 - \$118,581.18 p.a. (negotiable based on experience) with additional benefits

What we do:

We are an Anangu-led organisation, governed by women's law, authority and culture. We deliver health, social and cultural services for all Anangu.

Our Values:

We believe in the strength of Anangu people, culture, and the collective agency of women. We are dedicated to delivering more and better choices for our communities. We never give up. We stand strong. We create better outcomes for future generations by listening to Anangu voices and actioning Anangu solutions for the region.

We are a trauma-informed organisation and this guides our work.

Your Team:

The Child and Family Wellbeing Service is made up of three programs; Child Nutrition, Intensive Family Support and Child Advocacy.

The primary focus of the Child and Family Wellbeing Service (CFWS) is to deliver targeted, efficient and effective community services within the NPY region, seeking the best possible outcomes with regard to improving the quality of life for Anangu children and communities. This dynamic team works across the tri state region with a number of stakeholders.

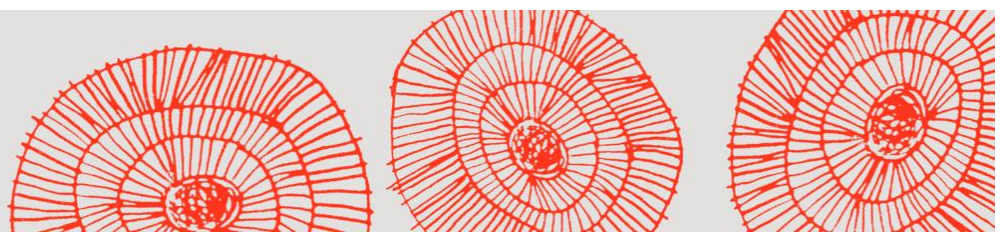
Your Role:

The Assistant Manager works closely with the Manager in the overall development, co-ordination and implementation of the Child & Family Wellbeing Service. This role will be a combination of providing strategic input, people management/leadership and managing the day-to-day delivery of the Service.

This role will oversee the supervision and support of three Team Leaders who help deliver and lead on the ground Child & Family Wellbeing services across the tristate region.

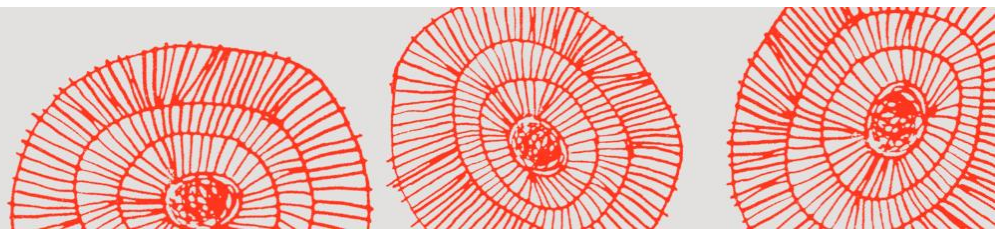
The services are delivered by a variety of professionals that include Social Workers, Community Development Workers, Nutritionists and Anangu Workers.

In addition, this role will oversee relevant projects, research and advocacy initiatives.



Your Responsibilities:

- Provide leadership to the CFWS team that promotes dedication and accountability to our members, through a commitment to the NPYWC guiding principles and the CFWS Service.
- Provide supervision and direction to Team Leaders, Anangu employees, Case Managers and Project Officers concerning the day-to-day running of the programs.
- Work closely with the NPYWC Child & Family Service Manager on staff recruitment and training, including recruitment, orientation and oversight of all casual, contract and volunteer workers.
- When required, liaise with funding bodies regarding – program updates, challenges with services delivery, amendments to the program.
- Assist the Child & Family Wellbeing Service Manager to prepare and if needed deliver presentations for NPYWC Directors meetings, AGM's, staff orientation, conferences/forums and external stakeholders such as senior government officials.
- Advocacy and collaboration – including advocating on key issues facing Anangu Children & Families in the NPY region to government and service providers, contributing to submissions, research, inquires and conferences on relevant topics, and developing partnerships with key stakeholders that can support the strategic development and delivery of the Child & Family Wellbeing Service activities.
- Support the communications and resource development needs of the CFWS Team – including contributions to NPYWC annual reports and all internal and external communications.
- Contribute to the development, maintenance & adherence to policies, procedures and Frameworks.
- Ensure compliance with data collection and reporting requirements – internally and externally.
- Participate as a senior team member in general matters relating to NPY Women's Council business.
- Be responsible for the ensuring that the working environment complies with best practice regarding WHS.
- Contribute to and lead where necessary, the implementation of policies and procedures related to Child Safe Organisation best practice
- Other reasonable and lawful duties as directed.



Skills and Experience:

- Extensive experience in staff supervision and support.
- Demonstrated experience in complex case management and in particular, oversight of case management services for children and their families.
- Demonstrated experience, knowledge and commitment to working within a community development framework and implementing projects using an action research model.
- Demonstrated ability to develop good working relationships across a range of sectors and in a variety of settings.
- An understanding of the issues that affect Aboriginal people, in particular children in remote communities.
- Ability to work in a cross-cultural environment with clients, members, and staff from various backgrounds, including working in partnership with Anangu/Yarnangu members and management.
- Good written and verbal communication skills across diverse groups, from Anangu communities, staff and management to government and other non-government agencies.
- Ability to work co-operatively in a team and with minimal supervision including being able to plan and use time effectively.
- Willingness to travel to remote communities for extended periods.
- Experience in the development and implementation of program/s and policy.
- Experience and skills in the delivery of operational and regional planning.

Qualifications:

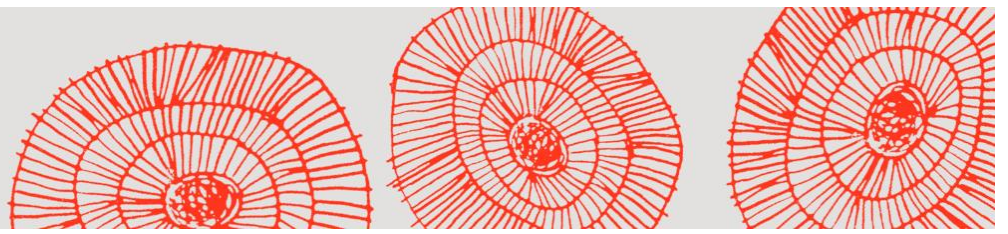
- A relevant tertiary qualification in Social Work, Community Development or related human services or health qualification.

Remuneration:

- Base Salary: \$109,153.19 - \$118,581.18 + 11.5 % Superannuation
- Relocation Allowance
- Generous Leave Entitlements
- Salary Packaging Benefits
- Annual Retention Bonus

Employment Conditions:

- Work in a manner consistent with NPYWC Values, Code of Conduct, Rules and advocacy positions.



- Follow and work within NPYWC policies and procedures.
- Be responsible and accountable for your own and others health, safety and wellbeing.
- If applicable, the employee will provide the highest standards of service to clients at all levels by modelling service excellence that meets the needs of clients and enhances the profile of NPYWC.
- Some positions will require working in remote communities for extended periods and out of hours' work requiring overnight absences.
- Is required to have (or willing to obtain) a current and valid criminal history check, and if applicable, a Working with Children Check.
- We require some remote based and travelling staff to have a current Australian driver's licence.
- We require some remote based and travelling staff to be able to operate a manual 4WD vehicle or have a willingness to undertake training.
- All employees are required to have a First Aid certificate or have a willingness to undertake First Aid training.
- All employees are required to meet the relevant State and Territory mandatory vaccination requirements.
- A good level of health and fitness that matches the requirements of the role is required. If necessary NPYWC may require an employee to undergo a pre-employment medical assessment.

We are committed to building a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.

All information will be held in the strictest of confidence.

To find out more about this position, please contact Suzanne Bryce, Acting CFWS Program Manager, on 08 8958 2266 or visit <https://www.npywc.org.au/jobs/> for more information about the role and what it's like to work for us.

ACKNOWLEDGEMENT FOR RECEIPT OF POSITION DESCRIPTION

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Employee Name (Please Print)

Employee Signature

Date