

Position Description

POSITION DETAILS			
Position Title	First Nations Career Specialist		
Reports to	First Nations Programs Team Leader		
Business Function	First Nations Programs	Salary Band	Enterprise Agreement – SCHADS Award
Direct Reports	0	Classification	Level 4
Indirect Reports	0	Location	Northern Territory

REPORTING RELATIONSHIPS	
Internal Key Relationships	Operational Team Members and Front-Line Leaders. NT Regional Office / Support Teams.
External Key Relationships	Employment, Career Pathways and Training organisations. School and support programs for school leavers. First Nations People and Remote Communities.

OUR ORGANISATION
ARRCS work began in 2014 with aspirations to improve the quality of life for people living in regional and remote areas of Australia. Today, our commitment remains stronger than ever. We provide support to people across the Northern Territory through Residential Aged Care and Disability Services, Mental Health support, Childcare and Regional Home Care services and School Nutrition programs. We take a holistic approach, and a deep respect for all Elders and Aboriginal Cultures is at the heart of our work.

OUR COMPANY VALUES				
Compassion	Respect	Justice	Working Together	Leading Through Learning
Through our understanding and empathy for others, we bring holistic care, hope and inspiration	We accept and honor diversity, uniqueness and the contribution of others	We commit to focus on the needs of the people we serve and to work for a fair, just and sustainable society	We value and appreciate the richness of individual contributors, partnerships, and teamwork.	Our culture encourages innovation and supports learning.

PURPOSE
The First Nations Career Specialist is an integral part of our service and program teams ensuring that the First Nations people within ARRCS including both employed staff and our residents and clients remain connected to their culture and country.
You will provide strong advocacy for First Nations, focused on career pathways and development to ensure voices are heard and maintain a sense of connection and belonging. This role works closely with program trainees and 3 rd party organisations to develop and deliver cultural support including individual activity and lifestyle plans.
With support from your department and colleagues, this role will also see you guide the safe and successful completion of our First Nations programs. You will provide mentoring and support to our Aboriginal and Torres Strait Islander program trainees, as well as other program participants.

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KEY RESPONSIBILITIES

Mentorship

- Monitor the progress of First Nations trainees through both face to face and virtual contact to support safe and successful completion of traineeships.
- Provide advice and guidance to trainees, and direct employees on work performance, professional expectations, wellbeing and welfare.
- Build strong relationships with participants of all First Nations programs, support their personal growth, cultural identity and connection with community.
- Build and maintain links with participants community networks, including making connections with family (where appropriate).
- Assist with the organization of Territory-based gatherings for Aboriginal and Torres Strait Islanders for events with participants.
- Ensure ARRCS First Nations trainees receive ongoing and appropriate workplace/ on the job guidance and coaching from managers/ supervisors.

Service and Program Management

- Manage and maintain strong relationships with current First Nations Program Managers and Team Leaders by providing a high-quality service and helping to resolve issues as they arise.
- Complete necessary administration accurately and on time (such as records of visits to trainees).
- Contribute to filing and file maintenance, ensuring administration is completed to a high quality.
- Contribute to broader First Nations administration activities as required.

Connection to Community

- Support ARRCS to maintain existing and develop new relationships to expand our community networks and promote opportunities within our organisation, including visits to community, schools and other community partners.
- Plan, develop and coordinate community engagement activities for our residents, clients and staff in your delegated region.
- Maintain engagement and connect with Aboriginal and Torres Strait Islander communities and organisations across your region to support the delivery of engagement of our clients, residents, staff and other stakeholders.
- Provide timely and accurate advice and information on programs and services to program participants, Group Training Organisations and other outreach job placement providers.
- Working in partnership with the Talent Acquisition Team, discuss future workforce needs with current employers to ascertain potential repeat business opportunities.
- Working in partnership with the Talent Acquisition Team, assist with development and presentation of information sessions and workshops and attend Careers Expos / Career Nights/ School presentations as required.
- Assist in the delivery of presentations and community talks to promote First Nations programs and to support the recruitment of new trainees.
- Assistance ARRCS Culture Awareness Training to all current and new staff which will include the delivery of a presentation either face to face or via Microsoft Teams.

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Quality, Safety and Risk Management

- Commitment to ensuring quality services are delivered to both internal & external clients through the quality, safety, and risk management system. Act in accordance with all relevant external legislation and internal ARRCS policies and procedures that relate to this position and the organisation.
- Understand the importance of the quality and safety system at ARRCS and assume responsibility for the delivery of the system through:
 - Active participation in quality improvement activities.
 - Actively participate in staff meetings.
 - Demonstrated knowledge of the Fire Safety and Evacuation Procedure.
 - Working knowledge of the ARRCS Infection Control, WHS and Manual Handling policies and procedures with an emphasis on promoting compliance amongst team.
 - Be aware and comply with all Standards and Guidelines for Aged Care Services where relevant.

Personal Accountability

- Compliance with ARRCS's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of elderly and children who come into association with us.
- Exercise due care and economy in the use of ARRCS equipment and supplies.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Actively participate in initiatives to meet Reconciliation Action Plan and empowering of First Nations people within our employment and for those we serve in our positions.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e., equal employment opportunity, health, and safety) and mandatory training specific to position.

SELECTION CRITERIA

Key skills and experience that the applicant requires to qualify for the role:

Qualifications – Essential

- Current First Aid Certificate or registration of enrolment.

Qualifications – Desirable

- Certificate or Tertiary qualifications in Business Administration or a similar discipline
- Certificate IV in Training & Assessment

Experience

- Preferable, however not essential to have the knowledge and ability to speak in Aboriginal language.
- Demonstrated sensitivity to the cultural requirements of indigenous people and their families.
- Demonstrated experience in working with Aboriginal and Torres Strait Islander people, preferably in a mentoring capacity.

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- A demonstrated understanding of the issues facing Aboriginal and Torres Strait Islander communities and with preference to youth.
- Demonstrated initiative, ability to work autonomously and sound judgement.
- Demonstrated ability to follow systems and processes to maintain accurate records.
- Demonstrated ability to communicate effectively and sensitively with ATSI people.
- Ability to reflect on own performance and seek guidance when required.
- Ability to problem solve and use initiative to maximise positive outcomes

Mandatory Requirements

- NDIS Worker Screening or Working with Children Card
- Influenza Vaccination
- COVID 19 Vaccination + Boosters
- National Police Check
- C Class NT Driver's License

Duties Statement

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Australian Regional and Remote Community Services. You will at times be required to work on other tasks and areas as directed by the Manager or ARRCS Leadership Team. By signing your contract of employment, you accept and agree to the role and responsibilities as outlined in this position description.