



Victorian Aboriginal Education Association Incorporated

Position Description

Position Title:	<i>Koorie Outreach Support Facilitator</i>
Salary:	<i>\$63,500</i>
Terms of Employment:	<i>7 Months Fixed Term. Full-time Work from Home</i>
Reports to:	<i>Coordinator, Koorie Outreach Support Program</i>

1. About the Victorian Aboriginal Education Association Incorporated (VAEAI)

The Victorian Aboriginal Education Association Incorporated (VAEAI) was established in 1976 and aims to increase Koorie participation and positive outcomes in education, training and employment. VAEAI also aims to promote awareness of Koorie cultures and educational aspirations to the wider community.

VAEAI is a state-wide community-based organisation representing Local Aboriginal Education Consultative Groups (LAECGs), across eight regions in Victoria. Thirty (30) LAECGs, made up of volunteers from the community across the state, are the primary source of local advice on education and training matters and participate as equal partners in the planning, development, operation, monitoring and evaluation of education, training and employment programs across Victoria.

VAEAI has been a partner to the Victorian Government in all matters to do with Koorie education and training and has a proud history of ensuring the Victorian education and training system is responsive to Koorie community and student needs for over thirty years

Our local and regional community consultative mechanisms, which reach deep into Koorie communities across the state, enable VAEAI, as the Victorian Government's formal partner in Koorie education, to authentically represent and advocate on behalf of Victoria's Koorie community around education and training practice, policy and strategy

2. Position in Context

As a response to the COVID19 pandemic in 2020 when students across Victoria were required to learn at home, VAEAI implemented a virtual Koorie Outreach Support Program (KOSP) to support families to access the services they needed and learners to stay engaged in their studies and reach their educational goals. Families and learners had access to one-on-one support with a Koorie Outreach Facilitator and an Education Consultant to work directly with learners to identify their learning needs and develop a plan to work through challenges and goals. Learners could also access tutoring to provide assistance with learning around literacy and numeracy and other subjects as needed.

The program proved successful particularly around helping learners with school engagement and making sure they were “ready” and confident to return to the school environment.

While students have returned to classroom learning the situation regarding the COVID pandemic continues to be uncertain and the potential for future lockdowns and return to home learning remains.

As a result, the Koorie Outreach Support Program with modifications to its operations, is continuing through 2021 with a focus on primary and secondary Koorie students and their families.

Koorie Outreach Facilitators are critical to the delivery of the program, connecting with students and families to ascertain their needs and facilitate access to essential supports that are available from, for example:

- VAEAI staff including Learning Advisers, programs and resources
- The Koorie education workforce within the Department of Education and Training (DET), TAFE institutions and universities
- Services and programs focused on mental health, Social and Emotional Wellbeing (SEWB), family violence support/ prevention, youth support, cultural connection, Elder support etc which can be accessed through dedicated Koorie workers in Koorie and mainstream agencies
- One on one on-line tutoring

The objectives of the program are to:

- Engage/ re-engage Koorie students with their learning
- Build the capacity of families to work successfully with the education and training system including the Koorie Education Workforce, teachers and school support staff and programs
- Enhance system responses to the learning needs and aspirations of Koorie students

Increase learners’ capacity to achieve learning goals

Position Summary

Koorie students and families across Victoria will be supported by an Outreach Facilitator. Outreach Facilitators will be supported by a Coordinator who will oversee the project and provide project guidance and support. In addition, Outreach Facilitators will work directly with VAEAI’s specialist Learning Advisers to provide advice on appropriate learning supports (outside of the school environment) that may be needed by individual students.

Outreach Facilitators will work closely with VAEAI Marrung Facilitators and Wurreker Brokers as well as Koorie workers in education and training settings to promote the program to community, families and schools and encourage their engagement.

Outreach Facilitators in conjunction with the specialist Learning Advisers, will engage with families and students to develop plans to address learning and other support needs. Outreach Facilitators will be responsible for engaging families / students, assessing their support needs, facilitating access and connection to supports and services, and working with Learning Advisers to ensure student learning needs are identified and addressed including access to on-line tutoring.

In the current environment, Outreach Facilitators are expected to work primarily from home engaging and working with families and students virtually.

It is envisaged that the project will run from June to December 2021.

3. Key Accountabilities and Deliverables

- 3.1 Undertake intensive training provided by VAEAI in relation to the program model and the skills and knowledge needed to work successfully with the target group.
- 3.2 Work with other Outreach Facilitators, the Learning Advisers, the VAEAI Marrung Facilitators, Wurreker Brokers and other key staff collaboratively, particularly in relationships and communications with key stakeholders including LAECGs
- 3.3 Actively and positively promote the program to community members, Koorie workers in relevant sectors and schools
- 3.4 Maintain a broad and current knowledge of resources and community support services available to assist program participants
- 3.5 Contribute to the ongoing development and improvement of the program model
- 3.6 Work to the program model, including program delivery policy and procedures, administrative requirements, maintaining case / client records, compliance with relevant Child Safe Standards, trauma informed practice etc
- 3.7 Follow protocols between VAEAI's Outreach Support Program and project partner agencies
- 3.8 Provide information and appropriate assistance to the services to which program participants are referred
- 3.9 Participate in VAEAI forums and meetings as needed
- 3.10 Participate in and attend relevant Koorie workforce network meetings
- 3.11 Assist VAEAI in processes to determine the ongoing needs of primary and secondary school students following the completion of this project
- 3.12 Participate in program monitoring and review activities
- 3.13 Maintain client confidentiality and privacy
- 3.14 Maintain a comprehensive client and stakeholder contact database

4. Personal Attributes

- 4.1. **Community/ client focused:** prioritises needs of communities, advocates for the best outcomes and follows through with commitments.
- 4.2. **Analytical:** takes a systemic view when building towards improvements in the sector, reviews data, arguments and opinions before making judgements and reaching conclusions, and is able to present clear and logical arguments
- 4.3. **Resilient:** overcomes obstacles and impediments to get things done, recovers from setbacks, learns from experience and identifies areas for self-improvement
- 4.4. **Self-disciplined:** manages own time to achieve outcomes, avoiding distraction and diversions.
- 4.5. **Flexible:** adapts to changing circumstances in the workplace whilst effectively prioritizing work and addressing what is most important.
- 4.6. **Positive:** is optimistic and remains calm when faced with difficulty.
- 4.7. **Collaborative:** works with others to achieve common goals and inspires trust.
- 4.8. **Supportive:** listens actively and inspires confidence, demonstrates empathy, and encourages others to obtain goals.
- 4.9. **Honest:** is reliable, trustworthy, credible and truthful.

5. Key competencies/ Selection Criteria

- 5.1 A commitment to social justice and a sound knowledge of Koorie culture, community and networks and an understanding of the issues that affect Koorie people, particularly in education, training and employment
- 5.2 Demonstrated sensitivity and respect in relation to diversity across Koorie communities and dynamics within communities
- 5.3 Ability to participate effectively in stakeholder meetings and networks
- 5.4 Demonstrated high levels of written and oral communication skills including:
 - Interviewing and counselling
 - Writing – reports, correspondence, case notes
 - Oral communication – both phone and virtual, consultation, negotiation
 - Advocacy
 - Negotiation
- 5.5 Highly developed organisational and time management skills – able to set plans, follow-through and deliver required outcomes in a timely manner
- 5.6 Demonstrated ability to work effectively autonomously and as part of a team
- 5.7 Sound computer skills including a good working knowledge of Word, Excel, PowerPoint, email and internet, databases
- 5.8 A tertiary qualification in social work, community development, related field OR relevant work experience
- 5.9 A current Victorian Working with Children’s Check