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## Project Officer, Carers Support

Key Position Information	
Job Title:	<b>Project Officer, Carers Support</b>
Business Unit:	<b>Operations</b>
Location:	<b>Sydney, NSW</b>
Reports To:	<b>Group Manager, Operations</b>
Status:	<b>Fixed Term, Full Time (35 hours / week)</b>
Salary	<b>SCHADS Level 4, Pay point 1</b> <b>\$80,000 - \$85,000 plus not-for-profit salary packaging available, plus superannuation</b>
Financial Delegation	<b>Category - TBC</b>

### About AbSec

AbSec -NSW Child, Family and Community Peak Aboriginal Corporation is the peak Aboriginal organisation in the NSW child and family welfare sector. We provide an Aboriginal perspective on child protection and out- of-home care policy to the NSW Government, and support the Aboriginal community-controlled sector to deliver effective services for Aboriginal children and families. We are a not-for-profit, incorporated community organisation, governed by an all-Aboriginal board.

AbSec Learning and Development Centre (AbSec LDC), a subsidiary organisation and registered training organisation. AbSec LDC is the only registered training organisation in NSW owned and managed by Aboriginal people in the child and family support sector, offering recognised qualifications in disability support, family welfare and child protection, as well as governance, leadership and management.

### Our Vision

Aboriginal children and young people are looked after in safe, thriving Aboriginal families and communities. They are raised strong in spirit and identity, with every opportunity for lifelong wellbeing and connection to culture.

### Our Principles

- **Acknowledgement and respect** – acknowledging the diversity of all Aboriginal nations and respecting traditional owners of the land, constantly reminded by Elders, and cultural knowledge of communities to inform our action
- **Professionalism and integrity** – acting with the highest level of professionalism for our communities, ensuring our integrity will not be compromised in striving for the provision of quality, culturally responsive and accessible supports
- **Self-determination** – ensuring that our focus is underpinned by the rights of Aboriginal people to make decisions that impact their lives, recognising the interests of Aboriginal children, young people, families and carers, and communities in all that we do
- **Independence and solutions focused** – serving the interests of Aboriginal children, young people, families, people with disability, communities and the organisations that support them to deliver holistic approaches to issues impacting them
- **Transparency and commitment** – remaining committed to our people in everything we do, ensuring our actions are clear and promoted at every opportunity

**Role Purpose**

The Carers Support Project Officer, will be engaged for the delivery of overall administration and management of AbSec's Aboriginal Carers Support Service.

**Position Requirements**

- Experience and understanding of the child protection and out of home care systems in NSW, including policies and procedures that exist that govern service delivery
- Highly developed communication, negotiation, time management and project management skills

Function	Accountabilities
<b>Operational</b>	<ul style="list-style-type: none"> <li>▪ Deliver activities to successfully fulfil the commitments for AbSec's Aboriginal Carers Support Service Plan 2021 -2023.</li> <li>▪ Manage stakeholder engagement to ensure successful completion of AbSec's Carers Support Service Plan.</li> <li>▪ Manage records and documentation to enable successful program evaluations and to inform future program delivery.</li> <li>▪ Oversee the co-ordination and delivery of projects and priorities as identified by the Group Manager, Operations.</li> <li>▪ Develop communications to inform and support Carers, the Aboriginal sector, children, families and communities.</li> <li>▪ Contribute to strategy through participation in workshops and attendance at meetings.</li> <li>▪ Maintain strong connections with Carers of Aboriginal children and young people within OOHC, Aboriginal agencies, communities, families and children and young people to inform AbSec's work.</li> <li>▪ Facilitate functions associated with AbSec's Carers Support Line, ensuring appropriate record keeping and data integrity is comprehensively maintained.</li> <li>▪ Undertake other duties within the scope of this role, as directed.</li> </ul>
<b>Organisation Contribution</b>	<ul style="list-style-type: none"> <li>▪ Work collaboratively with members of AbSec's Leadership team and staff members to achieve project objectives.</li> <li>▪ Comply with AbSec Policies and Procedures, including WHS, Governance and Delegations.</li> <li>▪ Participate in organisational and professional development activities as directed.</li> </ul>
<b>Key Relationships</b>	<ul style="list-style-type: none"> <li>▪ All staff to ensure robust input into activities.</li> <li>▪ Aboriginal community-controlled agencies, including member agencies.</li> <li>▪ Aboriginal communities, children, young people, and families to source input and create awareness of project objectives.</li> <li>▪ Any community and government stakeholders relevant to the work of the team.</li> </ul>

**Selection Criteria****The occupant of this position will be able to demonstrate the following criteria:**

- Aboriginality with a demonstrated understanding of the child protection and out of home care systems in NSW, including policies and procedures that exist that govern service delivery.
- Ability to engage with Carers of Aboriginal children and young people within out of home care, Aboriginal communities, children and young people, families, agencies, and government agencies to discuss project objectives.
- Demonstrate high-level project management skills.
- Demonstrated experience in communications, negotiation and time management skills, and the ability to work independently and as part of a team.
- Experience in undertaking community consultations.
- High-level competence in using office-computing applications including Word, Excel, PowerPoint, Outlook, Teams, and SharePoint.
- Ability to use sound judgement and discretion, and maintain a high level of confidentiality.

**The following are desirable:**

- Tertiary qualifications in human services field or related area, or a minimum of Two years' experience in a related area

**Practical Requirements**

- The preferred candidate will be engaged on a fixed term contract.
- Work outside of the normal hours of duty and some business travel may be required.
- Employment will be subject to a National Police Clearance and a NSW Working With Children Check.
- This position has been classified under the Social, Community, Home Care and Disability Services Industry Award 2010. Salary is subject to negotiation, skills, and experience.
- Ability to travel throughout NSW & hold a current NSW drivers licence.
- Appointment to this position of a person not currently an employee of AbSec will be subject to a probationary period of 6 months.
- Applications from Aboriginal and Torres Strait Islander people are strongly encouraged - Aboriginality is a genuine occupational requirement, and documentation may be required to demonstrate.

**To obtain a position description please visit our website:** <https://www.absec.org.au/careers.html>

**For Further information:** please contact Adele Savvas [adele.savvas@absec.org.au](mailto:adele.savvas@absec.org.au) or 0295595299

**To apply:** Address the selection criteria outlined in the position description. Interested applicants are required to address the essential criteria demonstrating their experience against each point, submit a cover letter (maximum 2 pages) and current resume (maximum 5 pages).

**Note:** if applicants do not address the selection criteria the application will not be considered.

**Email applications to:** [recruitment@absec.org.au](mailto:recruitment@absec.org.au)

**Applications Close: COB Friday 08 April 2022.**