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# Position Description

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## Koorie Pre-School Assistant (KPSA) Hamilton

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### Winda-Mara Aboriginal Corporation

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Winda-Mara Aboriginal Corporation (Winda-Mara) is a community-controlled organisation located in South West Victoria with offices in Heywood and Hamilton. Winda-Mara was established in 1991 as a result of members within the community wanting to provide better health, education and employment opportunities for Aboriginal and Torres Strait Islander people living in the area and has a membership base of over 200 members.

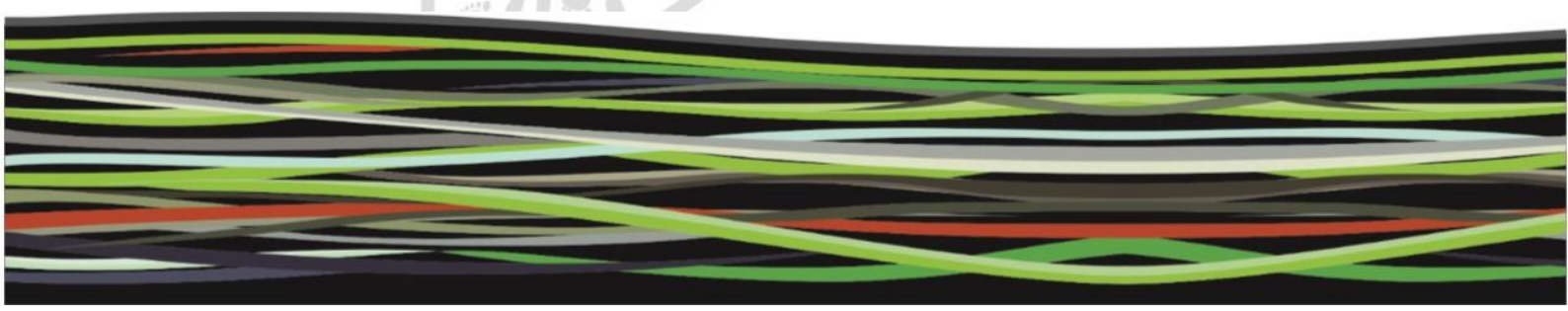
Winda-Mara employs over 75 people and has a key focus to provide opportunities for Aboriginal and Torres Strait Islander people to participate and access culturally appropriate services. Winda-Mara believes that culturally appropriate services will ensure a balanced approach, by working with people, rather than for people will provide equality and self-determination. Winda-Mara provides a range of services to Aboriginal and Torres Strait Islander people and their families across Heywood, Hamilton, Portland and surrounding areas over a number of programs: Land Management, Family Services, GP Clinic and Allied Health, Health Promotion and Prevention, Community Wellbeing, Culture and Tourism, Governance and Administration and Kinship Care and Support.

Our Vision: *“That Winda-Mara Aboriginal Corporation is recognised as a progressive leader and a catalyst for positive change enabling Aboriginal people in Victoria’s far south-west to lead fuller lives”.*

Our Vision will be achieved by focusing on four themes and these are:

*“People” “Organisation” “Country” “Culture”*

*“Mara” “Kooyoorn” “Meerang” “Culture”*



Position: Koorie Pre-School Assistant (KPSA) Hamilton

Reports to: Community Services Manager

Award Classification: Children Services Award 2020

Location: 18 Kenna Avenue, Hamilton and local kindergartens as directed

Hours of Employment: Part Time, 30 hours per week

Contract Period: funded until 30<sup>th</sup> June 2023

Enquiries to: Macahlia Rose, Community Services Team Leader, on 55270049 or email [macahliarose@windamara.com](mailto:macahliarose@windamara.com)

Applications Addressing the Key Selection Criteria to: People and Culture Unit, at PO Box 42 or 21 Scott Street, Heywood, Vic, 3304 or email [peopleandculture@windamara.com](mailto:peopleandculture@windamara.com)

Closing Date: Monday 1<sup>st</sup> March 2021 at 5:00pm.

### Primary Purpose of Position

- The purpose of this position is to assist with supporting Koorie students at specific pre-schools/kindergartens and work with the Kindergarten Directors in line with the Early Years Learning and Development Framework. This position will also Implement and co-ordinate the local playgroup sessions.

### Key Responsibilities

- Assist with Implementing the educational program of the Pre-School
- Preparing and conducting relevant cultural activities
- Engaging with all children, individually or in small groups
- Assisting with the transition between the Pre-School and Primary School
- Liaising between the Pre-School and parents of Koorie children
- Complete a Certificate relevant to the role, if necessary
- Contribute to the development, implementation and communication of the unit policies, procedures, and forms
- Prepare reports/internal newsletters when required
- Attend relevant training and information sessions.

### Organisational Responsibilities

- Adhere to all organisational policies, procedures, standards, and practices.
- Act only in ways that advances Winda-Mara's objectives, values, and reputation.
- Other duties, consistent with skills and experience, as directed by line management.

## Key Selection Criteria

- Sound knowledge and understanding of local Aboriginal culture and community
- Ability to effectively communicate and engage with Aboriginal community/people
- Certificate III, IV or Diploma in Early Childhood Education and Care or willingness to obtain within 12 months
- Keen interest in in child services/programs
- Good administrative and organisational skills
- Interested in working with people and be a team player
- Good written and verbal communication skills including the ability to prepare documentation and public speak
- Act in a confidential manner and be sensitive to others' needs
- Good level of computer competency.

## General Terms of Employment

- All employees agree to abide by Winda-Mara's Policies and Procedures and Code of Conduct
- All employees agree to act in a safe manner to provide a safe working environment
- All employees agree to participate in an Annual Performance Review and any other review processes
- Winda Mara will support employees to successfully perform their role through training and other support as appropriate
- Attend and participate in team/divisional activities, meetings, and day to day work activities demonstrating respect and consideration for individuals and their experiences and expertise
- Communicate constructively to other team members and/or company employees
- Be aware of and communicate to other employees' opportunities for improvement in processes, practices, or procedures
- Actively work with and support other team members and/or employees to achieve organisation's goals.

## Conditions of Employment

- Drivers Licence
- The successful applicant must provide a National Police Check and Working with Children Check prior to commencing work
- Professional Work Attire
- The successful applicant will be required to disclose any pre-existing injury/injuries and/or medical condition/s, which could be aggravated by the type of employment they are applying for. The existence of an injury/injuries and/or medical condition/s will not preclude the applicant from employment, unless they are unable to perform the inherent requirements of the position. However, failure to disclose any relevant information may affect a claim for Worker's Compensation.