

POSITION DESCRIPTION

Directorate: Health and Community Services Directorate

Division: Inclusion

Business Unit: Support Services for Children

Position Title: Early Years Engagement and Cultural officer

Position Number: P61659

Classification: Administrative Services Officer 6 (ASO6)

Location: Child and Family Centres and Child Development Service

Last Reviewed: August 2026

Note: This is an Aboriginal and Torres Strait Islander identified position.

DIRECTORATE OVERVIEW

The Health and Community Services Directorate (HCSD) delivers a broad range of health and human services to support the wellbeing of the ACT Community and ensure our public health system meets the community's needs, now and in the future. HCSD provides strategic leadership on policy and population health direction for the ACT health system, ensuring services are innovative, effective, and responsive to community needs.

Alongside health strategy, HCSD is responsible for a range of human services including multicultural affairs, services for older people, housing, women's initiatives, family and domestic violence and homelessness services, and support for children, youth, and families. The Directorate also leads community disaster recovery and Aboriginal and Torres Strait Islander engagement.

HCSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people

DIVISION OVERVIEW

Inclusion division comprises five branches/teams and works to strengthen community connections and participation opportunities for all Canberrans, including those from culturally diverse backgrounds; people with disability; young people; women; seniors; and veterans. The division facilitates engagement between the community and government, including in the social recovery environment, and enhances the capacity of the community sector through a variety of support and development activities.

The division is also responsible for early support and intervention of children and their families including through case management, parenting support, referral and assessment for children who may be experiencing concerns with development or who may need targeted services due to other vulnerabilities.

The division provides the Territory's publicly funded Autism Spectrum Disorder Assessment Service, as well as the Child and Young Person Equipment Loan Scheme.

The division fosters an inclusive culture through its grants programs and recognises the contributions of the ACT community through events, awards, ceremonies, and communications campaigns. Its core responsibilities include program evaluation and design; program delivery; service delivery; grants, awards, and events; delivery and monitoring of action plans; Ministerial advisory committees and councils; sector communications and engagement; early intervention and support for children and families; and autism spectrum disorder assessments.

BUSINESS UNIT OVERVIEW

The Support Services for Children Branch provides early intervention and prevention services for children, young people and their families, and services to children with developmental delays. The branch manages the three Child and Family Centres (CFCs) and the Child Development Service (CDS). CFCs provide a range of universal and targeted services based on the needs of children and their families. CDS provides assessment, referral, information, and linkages for children 0-6 years where there are concerns relating to their development. It assists families with concerns about a child developing skills slower than peers in areas such as speech and language, movement, hand skills, self-care, and social development, while providing autism assessment for children aged up to 12 years.

POSITION OVERVIEW

The position of Early Years Engagement and Cultural Officer sits within the Support Services for Children Branch to provide culturally safe and inclusive services to Aboriginal and Torres Strait Islander communities in the ACT in the areas of health, early childhood development and parenting. The position will be based on the ACT Government's CFC, the CDS and in outreach settings, including Koori Preschools. The position works directly with Aboriginal and Torres Strait Islander children, their families and community.

This role will focus on delivering Koori playgroups across Child and Family Centres and Community Development Services, strengthening engagement with Aboriginal Community Controlled Organisations and providing culturally informed parenting support. It will play a key role in connecting families with early childhood systems in a way that is culturally safe, strength-based and responsive to community needs.

WHAT YOU WILL DO

Under general direction the Child and Family Cultural Officer will:

- Act as a facilitator between ACT Koori Preschools and communities to enhance parental engagement in early childhood development and education (CFC role).
- Act as a facilitator between the CSD and communities to enhance parental engagement in early childhood development and education (CDS role).
- Plan, facilitate and grow the Koori playgroups under the Growing Healthy Families program to ensure families are supported through culturally aligned pathways
- Strengthen engagement with Aboriginal Community Controlled Organisations
- Support families to engage with services that assist access developmental assessment for children and/or develop personalised learning plans for children through warm referrals.
- Maintain a strong knowledge base of early intervention and prevention, and best practice principles for Aboriginal and Torres Strait Islander children and families to fulfil the duties of the position.

This position does not involve direct supervision of staff.

WHAT YOU REQUIRE

The following capabilities form the criteria required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. High quality customer service skills including well-developed knowledge and understanding of Aboriginal and Torres Strait Islander culture and local considerations to deliver culturally responsive supports that recognise the strengths and interests of families.
2. Demonstrated high level knowledge of early intervention and prevention principles and practice, inclusive of attachment theory, child development, case management, group work and community development in relation to working with Aboriginal Torres Strait Islander children and families.
3. Ability to quickly acquire an understanding of, and embed in practice, the core responsibilities and principles underpinning relevant legislation and policies.

Behavioural Capabilities

4. Demonstrated communication skills both written and oral and the ability to liaise sensitively with a broad range of people including Aboriginal and Torres Strait Islander people.
5. Demonstrated ability to develop productive working relationships with internal and external stakeholders to achieve results, whilst working autonomously and as a member of a team.
6. Demonstrated ability to work through complex challenges to achieve outcomes including identifying problems and opportunities for improvement.

Compliance Requirements / Qualifications

- A minimum of 3 years' practice experience working with children, families and group facilitation.
- Background/Security clearance checks will be conducted
- Driver's license (C Class) is essential.
- This position does require a Working with Vulnerable People Check.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Early Years Engagement and Cultural officer (position number P61659) and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Never
Sitting at a desk	Occasionally
Standing for long periods	Occasionally
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties.	Never
Access to Accrued Days Off (ADO's)	Occasionally
Peaks and troughs	Never
Frequent overtime	Never
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Never
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Occasionally

Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Frequently
Frequent travel – driving	Frequently
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Never

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required Masks.	Occasionally