



**children's health  
& wellbeing local**

Free support for children and their families





**North Central LLEN**

**CHILDREN'S CARE NAVIGATOR  
(LODDON SHIRE)**

**POSITION DESCRIPTION**



**STRONG FAMILIES  
STRONG CHILDREN  
LODDON**

<b>Position Title:</b>	Children's Care Navigator -Strong Families Strong Children, Loddon Shire
<b>Position Details:</b>	<p>0.6 FTE (45.6 hours per fortnight) with potential to increase</p> <p>Initial 2-year contract (3-month probationary period) with extension possible subject to funding.</p> <p>The incumbent will require a current Driver's Licence and occasional attendance at after-hours/weekend meetings/events may be required.</p>
<b>Reports to:</b>	Team Leader, Strong Families Strong Children (SFSC)-NCLLEN
<b>Start Date, Location &amp; Remuneration:</b>	<p>Start date to be negotiated with the successful applicant.</p> <p>The NCLLEN is based in Charlton, however as this position is based in the Loddon Shire we are open to a flexible work location including working from home, or a Loddon Local partner site or outreach location as negotiated.</p> <p>Remuneration at SCHADS Award Level 4, pay point 1-4 depending on experience (\$82,000 - \$88,000 pro rata) plus superannuation and salary sacrifice benefits (up to \$15,900 pa)</p>

**This position is an opportunity to join the North Central LLEN (NCLLEN) and the Strong Families Strong Children partnership to work as part of the Loddon Child Health & Wellbeing Local Team with a common passion for making a difference in the lives of children, young people and their families.**

## Loddon Children's Health & Wellbeing Local

The Loddon Children's Health and Wellbeing Local (LCHWL) provides a range of health and wellbeing services to children up to 11 years of age who may be experiencing some challenges such as developmental, emotional, relational or behavioural concerns.

Services are available to families across the Shires of Campaspe, Central Goldfields, Loddon, Macedon Ranges, Mt Alexander, and Greater Bendigo.



The LCHWL is an innovative model co-designed with partners – paediatric service providers, and people with lived experience – to provide a regionally based system response that improves access across prevention, primary and tertiary care in the Loddon Campaspe region. The service is particularly targeting those children who are not accessing support under other mechanisms such as NDIS.

Services provided through the LCHWL include paediatric health, mental health support, parenting support, specialist assessments, allied health, family services and care coordination.

The LCHWL has recently been established in response to the Royal Commission into Victoria's Mental Health System. Led by Bendigo Community Health Services in partnership with Bendigo Health and regional partners Bendigo and District Aboriginal Cooperative, Njernda Aboriginal Corporation, Echuca Regional Health, Dhelkaya Health, Sunbury & Cobaw Community Health, Bendigo Community Health Services, Maryborough District Health and the North Central LLEN.

## Role & Responsibilities

We are looking for someone who is excited about using their experience and creativity to contribute to the further development of a new program that will deliver innovative outcomes and focused responses to children, families and carers who may be living with complex challenges in the Loddon Shire.

This position will work as part of the Loddon Children's Health and Wellbeing Local (LCHWL) team, alongside colleagues employed by partner agencies. The position supports a local service response in the Loddon Shire and actively engages in the multi-disciplinary LCHWL team to provide accessible and coordinated services to children 0 to 11 years and their families across the region.

You will partner directly with families, carers and services to identify needs and navigate and link into the support they need.

The responsibilities of the position are:

- To collaborate as a member of the LCHWL team to support child and family access to LCHWL services and broader service system navigation.
- Contribute to a positive experience for children and families through the provision of family led care planning
- Align all engagement with local families with the LCHWL client journey policies and procedures
- Actively engage in the multi-disciplinary team to share information and practice knowledge in support of the best outcomes for children
- Participate in all relevant clinical and LCHWL service meetings
- Work with other members of the North Central LLEN Early Years and Middle Years staff to support children, young people and their families in line with our vision, mission, values and purpose.
- Other duties as directed.

## Key Performance Indicators

**Project Coordination:** Coordinate the delivery of the LCHWL across the Loddon Shire including the provision of at least 25 hours per week of care coordination/navigation service support to children and families living in the Loddon Shire

**Collaboration & Partnerships:** Work as part of the Loddon Children’s Health and Wellbeing Local (LCHWL) team, alongside colleagues employed by partner agencies to and actively engage in the multi-disciplinary LCHWL team to provide accessible and coordinated services to children 0 to 11 years and their families across the region.

**Communication & Engagement:** Develop trusting, positive and professional relationships with children and families acting in accordance with legislation and organisational standards.

**Monitoring & Evaluation:** Collect and analyse data, assessing to what degree we have contributed to a positive experience for children and families through the provision of family-led care planning, and use this information for continual project improvement.

## Key Selection Criteria

Please address each of the following five Key Selection Criteria in a concise and innovative way providing supportive examples.

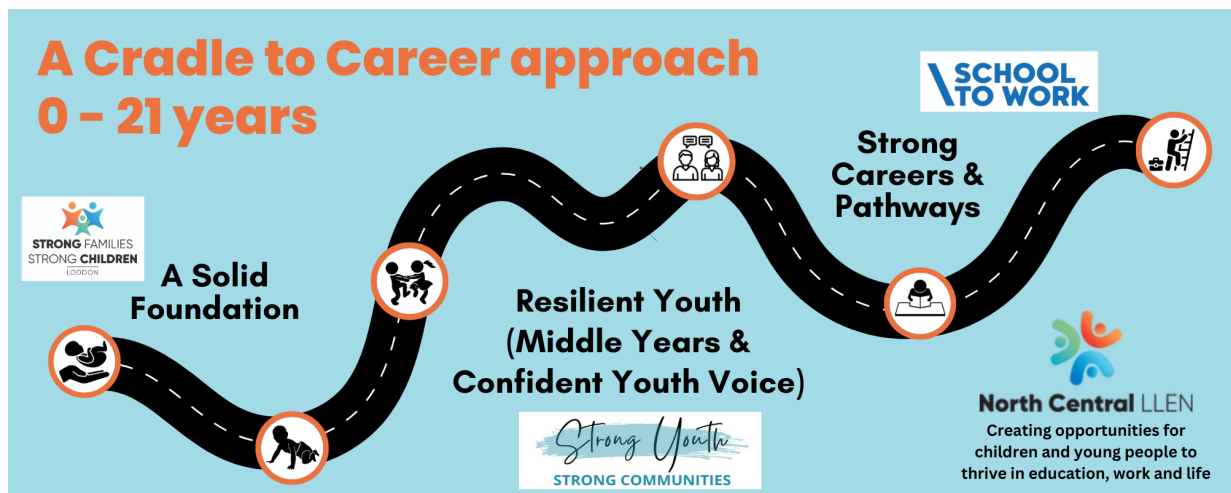
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• A formal qualification in Health, Education, Community Services or equivalent experience (children and families)</li> </ul>
<b>Specialist skills</b>	<ul style="list-style-type: none"> <li>• Demonstrated knowledge and commitment to best practice guidelines for working with children and families with complex needs</li> <li>• A proven track record of quality practice, including the application of a strength-based approach to partnering with families</li> <li>• Demonstrated capacity to work in a culturally competent, gender aware, sensitive and respectful manner</li> <li>• Proven ability of critical reflection, apply theoretical frameworks and use of research/literature to inform practice and decision-making</li> <li>• Experience in and understanding both the challenges and opportunities in rural communities</li> <li>• knowledge of specialist programs/services for effective information and referral of children and families; eg. family violence, homelessness, poverty, trauma, substance abuse, mental health issues and disability.</li> </ul>
<b>Project Coordination</b>	<ul style="list-style-type: none"> <li>• effective, innovative, and strong decision-making skills</li> <li>• critical thinking, organisation &amp; time management skills,</li> <li>• a consultative approach, and</li> <li>• demonstrated problem-identification and problem-solving skills.</li> </ul>
<b>Communication and Marketing</b>	<ul style="list-style-type: none"> <li>• effective communication skills - both verbal and written,</li> <li>• public speaking and presentation skills, and</li> <li>• experience in documenting outcomes and writing reports</li> </ul>
<b>Relationships, partnerships and stakeholder management</b>	<ul style="list-style-type: none"> <li>• excellent interpersonal and collaboration skills</li> <li>• able to work individually and as part of a team</li> <li>• strong relationship management skills</li> </ul>
<b>Administration Skills</b>	<ul style="list-style-type: none"> <li>• proficient in general computer applications such as Microsoft Office programs (Word, Excel, Publisher, PowerPoint and Teams)</li> </ul>

## Personal Qualities

Personal qualities will be assessed via the interview and referee checks. It is recommended applicants provide a brief summary statement addressing their strengths against each of the six personal qualities outlined below as part of their application.

1. **Passion:** Committed to working towards supporting children, young people and their families.
2. **Flexibility:** Adaptable; open to new ideas; accepts changed priorities without undue discomfort; recognises the merits of different options and acts accordingly.
3. **Integrity & relationships:** Establishes and maintains relationships with people at all levels; forges useful partnerships with people across business areas, functions and organisations; builds trust through consistent actions, values and communication; minimises surprise; committed to empowering others; and ability to treat sensitive information confidentially.
4. **Initiative & accountability:** Proactive and self-starting; seizes opportunities and acts upon them; takes responsibility for own actions.
5. **Creativity & innovation:** Generates new ideas; draws on a range of information sources to identify new ways of doing things; problem-solver; actively influences events and promotes ideas; translates creative ideas
6. **Values-Driven:** The North Central LLEN applies a social justice lens to our work as our priority is to support children, young people and their families who are experiencing rural, social or economic disadvantage.

## About the North Central LLEN



The North Central LLEN is a charitable incorporated association (with DGR status) that partners with children, young people, families and a range of groups and organisations including education and training providers, business and industry, community agencies, and parent and family organisations to deliver a range of support programs for children, young people and their families.



**North Central LLEN** est. 2002

**OUR VISION:**

All children and young people are confident, resilient, and thrive in education, work and life.

**OUR MISSION:**

To create opportunities for children and young people to be confident, resilient and thrive in education, work and life by:

- ensuring children, young people and their families get the support they need when they need it,
- fostering quality partnerships and connections, and
- advocating for strong equitable communities.

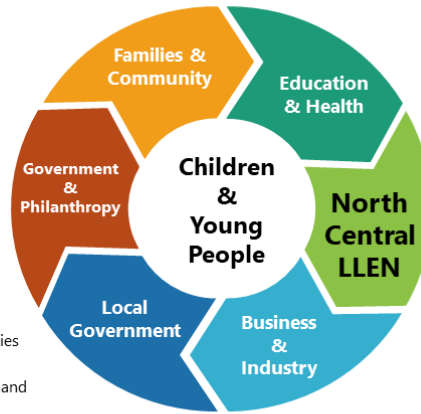
**OUR VALUES:**

**Integrity:** We are knowledgeable, ethical, trusted, respected, accountable, and authentic

**Equity:** We operate in a transparent and respectful manner, we are inclusive, and have social justice at the heart of what we do

**Collaboration:** We form partnerships, develop networks, we are connected and connecting, and actively advocate for (and with) young people

**Innovation:** We are strategic, creative, curious, resourceful, dynamic, and effective in our work



**WHERE:**

The North Central LLEN works across the Shires of Loddon, Buloke, and the community of St Arnaud in the Northern Grampians Shire.

**WHAT WE WILL DO:**

Our priority is to support children and young people and their families, particularly those experiencing rural, social or economic disadvantage through programs and initiatives that build:

- **Solid Foundations (0-8)**
- **Resilient Middle Years (9-15)**
- **Strong Careers and Pathways**
- **Confident Youth Voice**

TO DO THIS, WE WILL FOCUS ON:

<b>Amplifying Voices</b> Empowering children and young people to actively participate and be heard	<b>Fostering Connections</b> Developing partnerships and networks that make a difference	<b>Growing Capacity</b> Building on knowledge and expertise across the region	<b>Expanding Knowledge</b> Engaging and supporting research to inform and advocate	<b>Creating Solutions</b> Facilitating systems change and a culture of continuous improvement
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**Our region**



The North Central LLEN (NCLLEN) predominantly works across the Buloke, Loddon and Gannawarra Shires, and St Arnaud in the Northern Grampians Shire.

For some of our partnerships and initiatives, our reach extends to neighbouring municipalities and communities of interest within rural and regional Victoria.

**Benefits of Working with the North Central LLEN**

In addition to being part of an organisation that makes a truly positive impact on the lives of children, young people and their families - particularly those who need it most, the North Central LLEN:

- is an equal opportunity employer and welcomes applicants from a diverse range of backgrounds;
- is a for purpose organisation and a Public Benevolent Institute so can offer salary sacrifice packaging
- is a family friendly workplace with flexible work arrangements;
- has a positive workplace culture and supportive team environment;
- is a dynamic organisation seeking innovative ways to achieve its mission;
- has a commitment to the rural communities within the Buloke and Loddon Shires, and St Arnaud in the Northern Grampians Shire

Our work is guided by a commitment to involving young people and utilising their strengths, particularly those who face the most barriers: Aboriginal or Torres Strait Islander people, people of colour, women, people with a disability, LGBTIQ+ and migrants to Australia and young carers.

## Remuneration & employment conditions

A remuneration package will be negotiated with the successful candidate in alignment with the SCHADS Award Level 4, Pay point 1-4 (depending on experience). Superannuation will be paid in accordance with government guidelines (currently 10.5%, 11% from 1 July 2023).

The North Central LLEN is a registered charity with DGR status and can offer our employees salary packaging to the value of \$15,900 per annum.

Access to a vehicle (for work purposes), phone, lap-top computer and other required office supplies will be made available to the successful candidate.

This position has the flexibility to work from either the North Central LLEN office in Charlton, a home office, a hybrid of these or an LCHWL partner site or outreach location as negotiated.

An initial 2-year performance-based contract will be negotiated with a three-month probation period. This will be continued subject to a successful annual performance review and funding continuation.

The successful applicant will require a current Victorian Driver's Licence and be willing to undertake police and working with children checks.

## Application Process

Applications should include the following:

- A cover letter indicating your interest in the role (one page only);
- A response to the Selection Criteria (no more than two pages) featuring where possible examples of your achievements against each of the criteria;
- Demonstration of Personal Qualities (one page only);
- A Curriculum Vitae with relevant qualifications and work history (no more than 4 pages); and
- contact details for three referees (name, relationship to applicant, phone and email).

are to be received by 12 noon on Monday 13 May 2024 by email to [officemanager@ncllen.org.au](mailto:officemanager@ncllen.org.au) and will be treated in the strictest confidence.

## For more information

Please contact Jane Hosking on 0439 886 339 or email [j.hosking@ncllen.org.au](mailto:j.hosking@ncllen.org.au)



In partnership with Bendigo Community Health Service, Bendigo Health, Bendigo and District Aboriginal Cooperative, Njernda Aboriginal Corporation, Echuca Regional Health, Dhelkaya Health, Sunbury and Cobaw Community Health and Maryborough District Health.

The Children's Health and Wellbeing Local is jointly funded by the Victorian Government and the Australian Government through the Head to Health Kids initiative