

		Aboriginal Community Educator – Correctional Pathways Position Description			MGR01
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Authorised By	Executive Director	Replaces		Page	1 of 3
Reason for Amendmentt					

POSITIONS DETAILS	ABORIGINAL COMMUNITY EDUCATOR – CORRECTIONAL PATHWAYS
LOCATION:	1 Lipson Street, Port Adelaide South Australia 5015
DEPARTMENT:	Training and Support
REPORTS TO:	Executive Officer, Corporate Service
DIRECT REPORTS:	NIL
EMPLOYMENT	Part-Time 0.8 FTE OR Full-Time
CONDITIONS:	12-month contract. Key Performance Indicators will be reviewed quarterly. Prescribed Position
RELEVANT AWARD:	Educational Services (Post-Secondary Education) Award 2010

KEY POSITION OBJECTIVES
<p>The Aboriginal Community Educator – Correctional Pathways is responsible for coordinating, developing and delivering culturally responsive non-accredited learning programs and pathway activities for Aboriginal participants engaged in correctional services, prisons and pre-release environments.</p> <p>The position primarily supports delivery of the Living Skills and Pathway Program (LS&P), which focuses on strengthening practical life skills, confidence, communication, self-management and pathway readiness for Aboriginal participants within correctional settings.</p> <p>The role delivers structured learning and engagement activities that support Aboriginal participants to:</p> <ul style="list-style-type: none"> • build confidence and motivation; • strengthen communication and self-management skills; • explore realistic education, training and employment pathways; • improve readiness for community transition and reintegration; and • strengthen engagement with positive post-release opportunities and support services. <p>The Aboriginal Community Educator – Correctional Pathways delivers programs in culturally safe and respectful ways that recognise the unique experiences and barriers faced by Aboriginal people engaged within correctional systems.</p> <p>The role works collaboratively with the Department for Correctional Services (DCS), the Aboriginal Services Directorate, internal Tauondi teams and external stakeholders to ensure program delivery remains responsive, culturally appropriate and aligned with identified participant and operational needs.</p> <p>The position contributes to program development, participant engagement, pathway coordination, reporting, stakeholder liaison and continuous improvement activities associated with the Living Skills and Pathway Program and related services.</p>
KEY ACCOUNTABILITIES AND RESPONSIBILITIES
<p>1. Program Coordination</p> <ul style="list-style-type: none"> • Coordinate delivery schedules for the Living Skills and Pathway Program (LS&P) and related pathway activities in consultation with the Department for Correctional Services (DCS) Aboriginal Services Directorate and internal stakeholders. • Ensure continuity of program delivery across correctional environments, maintaining consistent participant engagement.

- Coordinate learning resources, venue access, scheduling requirements and operational arrangements in accordance with correctional services protocols and procedures.
 - Monitor participation, attendance and engagement trends to support program planning and continuous improvement.
 - Support delivery planning responsive to participant needs, operational requirements and identified pathway opportunities.
2. Program Delivery and Facilitation
- Deliver culturally responsive non-accredited Living Skills and Pathway Program sessions for Aboriginal participants within correctional and pre-release settings.
 - Facilitate structured learning activities supporting development of:
 - communication skills;
 - confidence and motivation;
 - self-management;
 - goal setting;
 - workplace readiness;
 - positive decision-making; and
 - pathway exploration.
 - Support participants to identify realistic education, training and employment pathway opportunities.
 - Facilitate culturally safe group learning environments that encourage participation, reflection and engagement.
 - Adapt delivery approaches to support diverse learning styles, literacy levels and participant needs.
 - Encourage positive participation and support participants to strengthen readiness for community transition and reintegration.
3. Participant Engagement and Pathway Support
- Build respectful and culturally safe relationships with Aboriginal participants.
 - Support participants to identify personal goals and pathway opportunities
 - Support participant engagement through strengths-based and trauma-informed approaches where appropriate.
 - Assist participants to identify barriers impacting pathway progression and support connection to relevant services where appropriate.
 - Provide encouragement, mentoring and positive engagement support to strengthen participant confidence and motivation.
 - Maintain appropriate professional boundaries and confidentiality at all times.
4. Program Development and Continuous Improvement
- Review and refine Living Skills and Pathway Program materials to ensure content remains culturally appropriate, relevant and responsive to participant needs.
 - Incorporate participant feedback, stakeholder input and emerging needs into program improvements.
 - Support development of additional learning activities and pathway-focused resources where appropriate.
 - Contribute to evaluation and continuous improvement processes through collection of participant feedback and outcome information.
 - Support development of culturally responsive approaches to pathway education and engagement within correctional environments.
5. Stakeholder Engagement and Collaboration
- Maintain effective working relationships with:
 - a. Department for Correctional Services (DCS);
 - b. Aboriginal Services Directorate;
 - c. pathway providers;
 - d. training organisations;

- e. employers; and
- f. community organisations.
- Maintain ongoing liaison with DCS staff to ensure program delivery aligns with operational requirements and participant needs.
- Coordinate cultural training logistics where required, including scheduling and stakeholder communication.

6. Administration and Reporting

- Maintain accurate and timely records relating to:
 - attendance;
 - participation;
 - engagement;
 - pathway activities; and
 - program outcomes.
- Prepare reports and documentation to support:
 - funding requirements;
 - program evaluation;
 - stakeholder reporting; and
 - continuous improvement activities.
- Ensure all documentation is maintained appropriately and confidentiality requirements are upheld.
- Contribute to internal planning, review and evaluation activities.

7. Other Duties

The Employee shall perform the duties set out in the Position Description. These duties may be modified and updated by the Employer from time to time following agreement with the Employee.

PERSON SPECIFICATION

Skills:

- Ability to communicate effectively with Aboriginal participants, stakeholders and colleagues using culturally respectful and appropriate approaches.
- Demonstrated ability to facilitate group learning activities that encourage participation, confidence and engagement.
- Ability to engage positively with people within structured and complex environments including correctional settings.
- Ability to coordinate program activities and manage competing priorities.
- Strong interpersonal and relationship-building skills.
- Demonstrated organisational, administrative and record-keeping skills.
- Demonstrated ability to use Microsoft Office applications including Word, Excel, PowerPoint, Outlook and SharePoint.

Knowledge:

- Understanding of culturally responsive approaches when working with Aboriginal and Torres Strait Islander people.
- Knowledge of barriers impacting participation in education, training and employment pathways.
- Understanding of foundation skills development including:
 - communication;
 - confidence building;
 - self-management;
 - motivation; and
 - goal setting.
- Knowledge of education, training and employment pathways including traineeships and transition supports.
- Awareness of working within structured environments requiring adherence to policies, procedures and operational protocols, including correctional settings.
- Understanding of culturally safe facilitation and participant

Previous Work Experience:

Demonstrated experience in:

- delivering non-accredited training, workshops or group learning activities;
- working with Aboriginal and Torres Strait Islander people using culturally appropriate approaches;
- facilitating participant engagement and pathway-focused activities;
- coordinating programs or services involving multiple stakeholders including government and community organisations; and
- working within community services

Personal Attributes:

Demonstrated and Proven:

- ability to work both autonomously and collaboratively;
- strong interpersonal and communication skills;
- ability to build trust and maintain professional boundaries;
- culturally respectful and ethical approach;
- strong organisational and time management skills;
- flexibility and adaptability within dynamic environments;
- initiative and problem-solving capability; and
- commitment to supporting positive

Qualifications & Training:

- (Essential) Certificate IV or higher qualification in Community Services, Youth Work, Social Work or related field
- (Desirable) Qualification or experience in adult education, foundation skills or non-accredited training delivery
- (Essential) Current DHS Working with Children Check (or prepared to obtain)
- (Essential) National Police Clearance (or prepared to obtain)
- (Essential) Responding to Risks of Harms, Abuse and Neglect – Education and Care Certificate (or prepared to obtain).
- (Essential) A current driver’s license
- (Desirable) Cultural capability training or demonstrated experience working within an Aboriginal organisation

PURPOSE AND VALUES

Our Purpose

Empowering strong people and supporting strong communities through the strength of strong culture and education excellence.

Values

Trust	Building relationships on a foundation of reliability and integrity in all interactions and decision.
Authentic	Encouraging genuine self-expression and honest communication through respectful engagements.
Uniqueness	Embracing and celebrating individual differences and innovative ideas that makes our community strong.
Openness	Fostering a culture of transparency, accessibility, and receptiveness to create new opportunities for growth.
Network	Cultivating strong relationships and connections both within and outside the organisation
Diversity	Valuing and promoting a varied community that includes different backgrounds, perspectives, and experiences to enrich our social understanding.
Impact	Striving to make a meaningful difference in the lives of students, employers, and the broader community through purposeful actions.

KEY RELATIONSHIPS

Internal	External
• Administration Team	• Department of Correctional Services

