



Emmanuel Catholic College

Duty Statement

ABORIGINAL LIAISON OFFICER

The Aboriginal Liaison Officer (ALO) works closely with the Aboriginal students and their families in the school community. It is imperative that the ALO is able to support Aboriginal students in their school environment and work with all members of the community to ensure the successful education of Aboriginal students. The ALO is responsible to the Principal.

The key criteria for this position include:

- Relating to Aboriginal students and their families.
- Qualifications – relevant to this position.
- Effective skills in verbal and written communication combined with attention to detail.
- Proven track record of time management and reliability, with the ability to independently prioritise workloads, meet deadlines, and multitask.
- Work in a team environment.
- Well developed planning and organisational skills.
- Proficient communication and interpersonal skills.
- Strong negotiation skills.
- Able to work as an individual as well as part of a team.
- Strong word processing skills and comfortable using technology, particularly Microsoft Word and Power Point.
- Well developed problem solving skills.
- Able to use initiative and be flexible in working arrangements when required.
- Knowledge of Aboriginal educational programmes and a demonstrated ability to communicate sensitively and effectively with Indigenous Australian people.
- A demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander societies and cultures and the issues affecting these cultures in Australian society.
- Working in an educational environment and harnessing Aboriginal culture.
- Experience in working with Aboriginal youth.

DUTY STATEMENT

Student Support

- Being available for consultation with Aboriginal students.
- Following up concerns with Aboriginal students.
- Arrange tutoring and homework support for individual students.
- Working with staff to modify and develop educational and career strategies for students.
- A strong part of the pastoral care team for Aboriginal students and their parents.

Classroom Support

- Working with teachers in classrooms to assist Aboriginal students.
- Being a liaison person for teachers.
- Available to do presentations to the College community and the general public to promote awareness of College's Aboriginal educational programmes and values.

Parent Support

- Being a liaison person for Aboriginal parents.
- Promoting and supporting the College's Aboriginal parents.

Aboriginal Studies

- With the HOLA and Library staff assist with the development and implementation of Aboriginal education within the College.
- Liaise with the Catholic Education Office and other agencies with regard to resources and curriculum materials.
- Develop a network of resource persons / guest speakers.

Cross Cultural Awareness

- Support members of the College community in their growth in cross cultural awareness.
- Promotion of Aboriginal culture and assist the College community to be aware of culturally appropriate practices and procedures.

AUTHORITY LEVELS

- Directly responsible to the Director of Wellbeing Services.