

## **Executive Officer**

Permanent Full-Time Position

### **About the organisation**

Junaya Family Development Services (Junaya) is located in Blacktown, Western Sydney and provides a range of services for vulnerable children, young people and families including 12-week case management support and group programs for parents and caregivers.

Junaya works to build capacity through strengthening families with the skills, knowledge, resources and opportunities that help provide children and young people with safe and thriving environments where they can grow and develop to reach their potential.

### **About the position**

This position provides leadership and management of Junaya's governance systems, operations, service delivery and partnerships as well as:

- promoting a positive organisational culture.
- drive organisational growth and development.
- oversee the implementation of and monitor the organisation's Strategic Plan.

### **About the role**

Junaya is looking for a person who has excellent organisational, administrative, financial and people management skills, and excellent interpersonal and communication skills. You will also need expert knowledge and understanding of the dynamics, complexities, and consequences of DFV, mental health, AOD, child protection, along with high-level knowledge and understanding of the needs and rights of diverse communities.

Junaya has a focus on supporting local Aboriginal and Torres Strait Islander families with a recognition of the ongoing impacts of colonisation, specifically racism, discrimination, and injustice. This position is seeking a person who is committed to the ongoing empowerment and self-determination of Aboriginal staff, family, and community as well as other diverse family and community members.

The role is permanent full-time subject to a 6-month probationary period. Salary for this role is classified at level 8 in the NSW SCHADS Award. The role is based in Blacktown, but some occasional travel may be required, therefore you will need a current driver's license.

### **Your responses to the selection criteria below are essential:**

1. Degree in Social Sciences, Social Work or equivalent.
2. Minimum 3 years' experience in a similar role (i.e. the management and provision of casework services and group work activities to families experiencing domestic/family violence, child protection issues, mental health issues, AOD issues and comprehensive understanding of the impact of these issues on families).

3. Demonstrated cultural competence.
4. Demonstrated leadership.
5. Demonstrated knowledge of staff recruitment and management including staff supervision and annual staff appraisals.
6. Demonstrated experience in the development of inclusive organisational business and strategic plans, policies, and procedures.
7. Experience in building and maintaining constructive working relationships with key stakeholders and excellent networking skills.
8. Excellent written and verbal communication skills, particularly in management, negotiation, advocacy, and conflict resolution.
9. Demonstrated ability to prioritise competing demands, delegate and complete the tasks within agreed/required timeframes.
10. Demonstrated ability to identify tender opportunities and write tenders to address unmet family and community needs.

### **What we offer:**

- \$113,786 - \$118,265 gross pa plus superannuation and leave loading
- flexible working hours (35 hour week)
- generous leave entitlements including 10 days personal/carer's leave, 6-weeks paid parental/partner leave, paid study leave, paid domestic violence leave, extra 5 days leave between Christmas and New Year
- full salary packaging
- Employee Assistance Program (free counselling service)
- ongoing career development and support
- diverse and inclusive workplace

### **How to apply:**

To apply for this position, you will need to respond to the Selection Criteria above and forward you responses and your resume to [Recruitment@junaya.org.au](mailto:Recruitment@junaya.org.au). **Your responses to the Selection Criteria are essential to determine whether you'd be invited to an interview.**

All applicants will be required to provide current clearance number of a Working with Children Check, evidence of the right to work in Australia, current driver's licence, agree to a National Criminal History Check and be able to provide names and contact details of 2 work referees.

Please call 02 9621 3922 or write to [Recruitment@junaya.org.au](mailto:Recruitment@junaya.org.au) for an Information Package.

**Closing date: 11:59pm Sunday 05<sup>th</sup> February 2023**