



Position Title: Aboriginal Liaison Officer (ALO)

Job Type: Part-Time negotiable

Location: Bourke, Far West & North Central NSW

Supervisor: Educational Service Director - Preschool

Position Summary: The Aboriginal Liaison Officer plays a key role in strengthening relationships between BDCS and the local First Nations families. This position supports families to access early childhood services, promotes cultural inclusion, and works collaboratively with internal teams and external stakeholders to improve outcomes for children and families. The role is central to BDCS's commitment to culturally safe and inclusive practices.

Behavioural Competencies – Individual Contributor

Professional Conduct:

Acts with honesty, integrity, and respect in all interactions, consistently demonstrating behaviours aligned with BDCS's Code of Conduct.

Accountability & Ownership:

Takes full responsibility for completing assigned tasks to a high standard and accepts feedback constructively, responding with a cooperative and solutions-focused attitude.

Collaboration & Team Culture:

Contributes positively to team dynamics by communicating clearly, supporting colleagues, and helping to maintain a respectful, inclusive, and productive work environment.

Initiative & Continuous Improvement:

Proactively identifies opportunities to improve processes or outcomes and shares constructive ideas on how work "could" be achieved more effectively.

Emotional Intelligence & Interpersonal Skills:

Manages emotions and relationships effectively, responding calmly and professionally when challenges or differences arise.

Adaptability & Resilience:

Remains flexible and composed when priorities shift, maintaining focus and commitment in times of change.

Safety Mindset:

Demonstrates personal accountability for safety by following procedures, speaking up about risks, and contributing to a culture where everyone looks out for one another.

Key Responsibilities:

Community Engagement and Family Support

- Build and maintain strong relationships with First Nation families.
- Identify and address barriers to accessing BDCS services for Indigenous families.
- Make home visits to families of enrolled children who are not attending, offering support and encouragement to maintain engagement.
- Assist families with completing enrolment paperwork, subsidy forms, and other documentation required for service access.
- Promote Indigenous early childhood education through community gatherings and outreach.
- Develop strategies with families and service providers to improve access and engagement for children not currently involved in early childhood education.

Service Participation and Cultural Inclusion

- Work across BDCS services (Preschool, Childcare Centre, Mobile Playgroup) and in the community to support access and engagement.
- Support First Nations children to actively engage in educational experiences that nurture pride in learning and strengthen cultural identity.
- Provide cultural advice and guidance to BDCS staff to support inclusive practices.
- Promote the cultural safety, participation and empowerment of First Nations children.

Collaboration and Communication

- Notify the Educational Service Director of any communication from families regarding children's development or concerns.
- Work with the Educational Service Director to ensure effective and efficient operation of BDCS services.
- Attend relevant community meetings and training as requested.
- Represent BDCS in relevant community networks and forums, locally and nation-wide.

Administration and Reporting

- Maintain accurate daily records of community visits and service-related activities.
- Maintain enrolment records, attendance data, and statistics in line with regulations.
- Organise and collect client evaluation surveys annually.
- Maintain logbooks, maintenance forms, and service records for BDCS vehicles and equipment.
- Prepare and submit bi-annual reports to funding bodies in accordance with reporting requirements.

Professional Conduct

- Participate in annual performance reviews.
- Demonstrate commitment to safe working practices and BDCS policies and procedures.
- Maintain confidentiality and adhere to all BDCS policies including child protection, ethical conduct, privacy, WHS, anti-discrimination, and quality assurance.

Assist with any other duties as directed from time to time.

Experience and Skills:

- Demonstrated experience working with First Nations communities.
- Strong interpersonal and communication skills, including consultation and advocacy.
- Ability to develop and maintain collaborative relationships with stakeholders.
- Experience in community engagement and support roles.
- Proficient in using office systems to support administrative and reporting tasks.
- Ability to generate clear and concise reports.
- Familiarity with Bourke kinship groups and community dynamics.

Performance Goals:

- Increase engagement and attendance of First Nation children and families in BDCS services.
- Strengthen BDCS's cultural safety and inclusion practices.
- Establish and maintain effective partnerships with community organisations and service providers.
- Deliver timely and accurate reporting on activities and outcomes.
- Promote BDCS services through culturally appropriate outreach and events.
- Ensure activities delivered align with funding workplan and Key Performance Indicators.

Core Values of BDCS

At BDCS, our work is guided by the following core values:

- **Child** – At the centre of everything we do
- **Family** – Honouring the vital role of families in children's lives
- **Community** – Embedding strong community connection and collaboration
- **Safe** – Creating environments that are culturally, emotionally, and physically safe
- **Respect** – Promoting respectful relationships and inclusive practices
- **Inclusive** – Valuing diversity, connection, and belonging
- **Proud** – Celebrating culture, identity, and achievements

This is an Identified position. Applicants for this position must be of Aboriginal descent through parentage, identify as being Aboriginal and be accepted in the community as such. Aboriginality in a genuine occupational qualification and is authorised under section 14(d) of the Anti-Discrimination Act 1977.