

	Position Title: Early Childhood Worker	Team: Community		Region: Gippsland
	Supervisors: Team Leader Child & Family Services	Delegations and Authorities: In Line with Delegations Policy	Band: A	Date Completed: 3/1/2018

ORGANISATIONAL INFORMATION

OUR VISION AND FOCUS	ROLE CONTEXT
<p>All children should have a good childhood, growing up feeling safe, nurtured and with hope for the future.</p> <p>Berry Street chooses to work with children, young people and families with the most challenging and complex needs. We work across metropolitan, regional and rural Victoria.</p> <p>To achieve our Vision, Berry Street delivers a wide variety of programs, from those aimed at strengthening families and communities through to those that focus on helping people recover from the trauma of violence, abuse and neglect.</p> <p>We also engage government, other community organisations and the general public in child-focussed advocacy and knowledge sharing.</p>	<p>Berry Street Gippsland provides services to children, young people and their families across Gippsland. Services include Integrated Family Services, Residential Care, Foster Care/ Kinship Care, Community Mentoring, as well as intensive case management, education, vocational and community based services to children, young people and families.</p> <p>Together with Child Protection, Child FIRST and IFS deliver services to children and families. Child FIRST and IFS are part of the secondary tier of child and family services, and they link to universal, tertiary and statutory services. Anglicare is the central provider of Intake to families entering the services, with Berry Street in partnership with Uniting, Quantum Support Services, QEC, Bass Coast Community Health and West Gippsland Health Care Centre and Winjana Lidj. As part of this overall partnership Berry Street auspice the role of Early Child Development Worker.</p>
OUR VALUES	PRIMARY OBJECTIVES OF THE ROLE
<p>Berry Street expects all staff to apply these Values in all aspects of their work.</p> <p>Courage: To be the best we can be and to never give up</p> <p>Integrity: Expect a personal and organisation commitment to honesty</p> <p>Respect: Acknowledge the importance of each person's heritage, traditions, identity, needs and aspirations</p> <p>Accountability: Be responsible for our own actions</p> <p>Working Together: Work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills.</p>	<p>The role of the Early Childhood Development Worker is designed to assist Childfirst, Child and Family Services Alliance members and key stakeholders through networking, training coordination, information sessions and secondary consultation and referral to Child FIRST.</p>
	REPORTING RELATIONSHIPS
	<p>This role is based in Leongatha at the UnitingCare Gippsland office.</p> <p>This role reports to the Team Leader, Child & Family Services who will provide supervision and review. This role has zero direct reports and works in conjunction with other team members.</p> <p>This position is permanent part time 0.4 EFT and is funded by DHHS.</p>

KEY SELECTION CRITERIA

- A commitment to the values of Berry Street and an ability to demonstrate these in day to day involvement with marginalised young people.
- Experience in working with families in the health and welfare sector.
- Demonstrated specialised knowledge and experience in working with vulnerable children and families from a diverse background and presenting with a variety of issues and needs, including resistance to engagement with professionals.
- An understanding of the issues confronting children and families involved in the child protection system.
- Demonstrated experience in group work interventions.
- Demonstrated ability to work collaboratively in an inter and intra agency framework to achieve the best outcomes for clients.
- An understanding of key government policy directions and their impact on the community sector, including Child FIRST and Best Start.
- Demonstrated understanding of, and respect for, the needs of children with a disability; Aboriginal culture, including cultural safety and awareness; and cultural and linguistic diversity (CALD), including cultural safety for children from CALD backgrounds
- Demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety.
- Excellent written and oral communication skills (including public speaking, presentations and facilitation skills).
- Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting self-care strategies.

QUALIFICATIONS AND OTHER REQUIREMENTS

- Tertiary Qualification in Social Work, Psychology, Social and / or Community Welfare
- Staff must hold a valid WWCC, current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances.

DESIRABLE

- Experience in project work in the welfare sector.
- Experience in case management.
- Knowledge of Children, Youth, and Families.
- Excellent networking and assessment skills.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
Direct Service Delivery – Early Childhood Project Worker	<ul style="list-style-type: none"> • Systematic improvement for vulnerable children (0-5 years) through developing and enhancing partnerships between Child FIRST and Integrated Family Services alliance and universal and secondary early year’s services. • Service enhancements for vulnerable children (0-5 years) through developing and facilitating targeted capacity building activities to enhance family services and early year’s practitioners’ skills in assessing, planning and responding to early childhood developmental needs. • In collaboration, identify, prioritise and develop strategic responses to address local barriers and challenges for vulnerable families and children in accessing and engaging with early years services. • Provide specific case consultation to Child FIRST practitioners on early childhood development. • Ability to understand risk and needs assessment frameworks and appropriate applications of these. • Provide consultation to the Child FIRST practitioners in relations to Family Action Plans to ensure that appropriate responses to the developmental needs of children are assessed and planned, and that access and engagement with the universal services is facilitated. • Support Child FIRST workers to provide individualised case specific advice to early years’ services in supporting the continued engagement of vulnerable children and families. • Other objectives as identified through the Early Childhood Catchment Plan.
Program Development	<ul style="list-style-type: none"> • Assist in the continuing of the development of the ECD worker role in South Bass Coast.
Administration	<ul style="list-style-type: none"> • Provide reports in an agreed format to the Team Leader Child & Family Services (Berry Street Gippsland). • Participate in Inner Gippsland Alliance Meetings. • Maintain accurate program records. • Maintain accurate client information on the required data base.
Evaluation / Reporting	<ul style="list-style-type: none"> • Evaluate effectiveness of program against program objectives and values. • Develop process to collect participant feedback, statistics etc. • Quietly reporting to DHHS
Other	<ul style="list-style-type: none"> • Berry Street supports White Ribbon, Australia’s campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women. • Berry Street are committed to the safety, participation and empowerment of all children, including those with a disability and culturally and/or linguistically diverse backgrounds. Berry Street are also committed to cultural safety, inclusion and empowerment of Aboriginal children, their families and communities.

CONDITIONS OF EMPLOYMENT

1. This position is for 30.4 hours per fortnight. There is no paid overtime, but any extra hours worked will be accrued as Time-in-Lieu according to the Berry Street Victoria Enterprise Agreement.
2. You will initially be employed at the UnitingCare Gippsland Office in Leongatha. You may be required to work from other Berry Street sites (on a temporary or permanent basis) as directed from time to time.
3. Terms and conditions of employment are in accordance with the Berry Street Victoria Enterprise Agreement, which includes above Award payments and eligibility for remuneration packaging. Salary packaging is available to full-time and 0.8 staff to a maximum value of \$15,899 and a maximum value of \$12,000 to all other permanent part-time staff, in line with our Salary Packaging policy.
4. The base salary for this position is SCHADS 5, PP1 \$69,851.60 (pro-rata) under the Berry Street Victoria Enterprise Agreement. The value of the salary can be increased through salary packaging.
5. Agency vehicles are available for authorised use and these should be used at all times for work-related purposes, in accordance with the Berry Street Motor Vehicle Policy. However, if you are authorised to use your own vehicle for work-related purposes, you will be paid an allowance per kilometre, which includes provision for comprehensive insurance and other running costs. Berry Street is unable to insure private vehicles owned by staff and will not accept any liability for damage to any staff vehicles incurred while being used for work-related purposes.
6. Superannuation will be paid according to Superannuation Guarantee into a compliant fund of your choice or into HESTA Superannuation Fund.
7. The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 professional referees, a pre-existing injury/disease declaration, a criminal records check and proof of identify and qualifications.
8. The successful applicant will initially be employed for a probationary period of 3 months. During this period, either party can terminate employment with one week's notice. A probationary review before 3 months will be undertaken.
9. Under Victorian WorkCover legislation, it is the applicant's duty to advise Berry Street of any pre-existing medical condition, which could be aggravated by the type of employment for which they are applying. The existence of a medical condition will not preclude you from employment, unless you are unable to perform the inherent requirements of the position. However failure to disclose any relevant injury or disease will jeopardise any entitlement you may otherwise have for a work-related aggravation of that non-disclosed pre-existing condition.
10. Berry Street has a smoke-free workplace policy.

INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
Work Environment	Manage demanding and changing workloads and competing priorities	Regular
	Work in a team environment	Daily
	Work in different geographic locations	Daily
	Work in unstructured environments (e.g. outreach)	Daily
	Work office hours with the possibility of extended hours.	Daily
	Work in an open plan office	Daily
	Sit at a computer or in meetings for extended periods	Daily
	Present at court and other jurisdictions	Occasional
People Contact	Work with clients who may have a physical or sensory disability	Occasional
	Liaise with government, non-government and community organisations	Regular
	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police	Regular
	Support and participate with clients in recreational activities (e.g. swimming, hiking, camping, ball games, walking)	Occasional
	Interact with clients and members of the public who could display verbal or physically challenging behaviour	Regular
	Facilitate access to specialist, generic and community services	Regular
Administrative Tasks	Undertake intensive administrative tasks, which include computer work, report writing participating in meetings and concentrating for long periods of time	Regular
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, electronic whiteboards	Daily