

## Position Description

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Program or Function name:	<b>Western Region</b>
Role Title:	<b>Stepping Stones to School Facilitator</b>
Award Classification: (If relevant)	<b>SCHCADS Level 5</b>
Location:	<b>Warrnambool, SW Region</b>
Reports to:	<b>Early Years Team Leader</b>
Contract:	<b>Part Time</b>

### OzChild

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*OzChild supports vulnerable children and young people by providing healing, preventing abuse and neglect and strengthening families.*

For nearly 170 years, OzChild has been committed to ensuring all children and young people are safe, respected and nurtured, and reach their full potential. We work hard every day to provide a better future for the people in our care with the belief that every young person deserves the chance to shine.

OzChild is committed to improving the lives of at-risk children, young people and families in our community by keeping families together where possible through a variety of programs and services aimed at strengthening and repairing relationships.

OzChild employees will endeavour to maintain a service environment (whether it be in the home, on OzChild premises or other locations) where children and young people are physically and psychologically free from exploitation, abuse, illicit drugs and alcohol at all times. All employees have a duty of care in this regard as child safety is critical to OzChild's vision and purpose.

### Child Safety

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We are committed to protecting children and young people from all forms of abuse, bullying, exploitation and neglect, and to creating environments in all our programs and services where children are safe and feel safe.

We are committed to listening to children and addressing any concerns they raise with us. OzChild will treat all allegations of child abuse very seriously. We will report all allegations in compliance with incident reporting, mandatory reporting and reportable conduct requirements.

All OzChild People are required to support this commitment to child safety, and to behave appropriately towards children at all times.

### Role Purpose Summary

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Stepping Stones To School aims to reduce the barriers to successful transitions to kindergarten and school

which are often experienced by 'at risk' children in vulnerable family settings. This position will work collaboratively with a cross section of community stakeholders and organisations to drive the scoping, development and delivery of this program through the establishment of steering committees, Early Years transition networks, and an agreed Transition To School Protocol in the Shires of Corangamite and Moyne. The position is based in Warrnambool and the facilitator will work with the Glenelg Stepping Stones Coordinator and the Early Years Team Leader to build the program across the region. The program will work directly with vulnerable families and model the successful Glenelg Stepping Stones To School pilot to increase inter-agency collaboration, improve relationships with families, and improve access to early intervention where needed.

In doing so, the position will support the OzChild Way behaviours and accountabilities as follows:

- **We deliver evidence-based services:** Utilise your professional knowledge and skills to monitor, review, develop and maintain policy, procedure, practices and guidelines that supports the accurate and timely completion of processes and reporting to support our Service Delivery and Program Teams.
- **Our customers determine our success:** Support and continually develop and enhance networks within OzChild and the capability of our Service Delivery and Program Teams to support the effective delivery of high quality services to children and young people, their families and to carers/volunteers.
- **We deliver innovative solutions:** Engage others in the development of functional plans, tactics and activities to support innovation in services and achieve the desired outcomes articulated in the OzChild Strategic Plan.
- **We set each other up for success:** Support collaboration with internal and external stakeholders and directly support your team and the Service Delivery and Program Teams by providing the necessary guidance, development, and tools for people to achieve success in their roles.
- **I learn, adapt, grow, and embrace my cultural competence:** Demonstrate a willingness and energy for personal learning, adapt to and embrace change, and develop your cultural competence.

### **Position Specific Responsibilities**

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- Work with kindergarten and primary school educators to strengthen relationships and build shared understanding of 'school readiness' through professional learning opportunities, and the eventual development of a local transition protocol to provide continuity of learning between kindergarten and school
- Assist in establishing at least one Transition To School Network in Corangamite and Moyne Shires
- Instigate opportunities and develop relationship with key stakeholders in Corangamite and Moyne Shires for the potential roll out of the SS2S program in 2021
- Maintain comprehensive client and community development relevant records including data, complete case studies as specified by funding bodies, and details in the funding application.
- Provide a brief quarterly update for key stakeholders to Steering Group members in these Shires to distribute to their networks including the Principals Group, Kinder Foundation networks, Koorie Early Years Network and Beyond the Bell Local Action Group to report progress.
- Work with Koorie Early Years practitioners (KPSA, supported playgroup staff and KESO team), kindergarten and school educators to organise and conduct a series of shared professional development opportunities to support positive transitions between the sectors.

- Work with local primary school principals, kindergarten and playgroup staff to support and arrange the shared professional learning opportunities and to implement the recommendations outlined in the Stepping Stones 2 School reports and Glenelg Transition Protocol.
- Liaise with schools and education providers to work towards the implementation of the Corangamite and Moyne Transition Protocols in their Shires
- Attend any existing Early Years Networks in Corangamite and Moyne Shires to support the establishment of a new Transition To School Network which should be part of existing networks
- Work with the Beyond the Bell Local Action Group and other key stakeholders to advocate for funding and recommendations identified in the Stepping Stones to School project and relevant Transition Protocols.
- Provide information for communications and marketing to partner agencies on the progress of the project when required.
- Work with identified families to raise awareness and understanding of the developmental milestones thereby supporting families to assist their children’s learning and transitions for kindergarten and school
- Liaise with identified families to consider the individual needs of their child around school readiness skills and ascertain whether their child is developmentally ready to transition.
- Support the development of key messages for parents in relation to school readiness.
- Develop and maintain positive communications and relationships with families and professionals at participating kindergartens, schools and identified communities.

### Key Job Relationships

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#### Internal

- Early Years Program OzChild WR
- Other regional OzChild staff
- Administration Team OzChild WR (Western Region)

#### External

- Regional Kindergartens, Primary School Principles and Prep staff
- Early Years Networks including Transition Networks
- BTB (Beyond The Bell) & SS2S Steering and Executive committees
- Koorie Early Years network SW
- Corangamite and Moyne Shire Council Early Years Managers and Program Leaders
- Barwon South West Local Learning and Employment Networks

### Qualifications

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#### Essential

- Tertiary qualification in Early Childhood Education or equivalent, Social Work qualification, or a relevant discipline that is recognised in Australia. Diploma level with extensive experience may be considered.
- Experience working in the Early Years and / or with vulnerable families with young children

#### Desirable

- Bachelor qualification in Early Childhood Education, Social Work or a relevant discipline that is recognised in Australia.
- Experience working using community development methodology and project work in community and education settings
- Experience working in and with Indigenous communities and families would be desirable

### **Screening and Licences**

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- Satisfactory safety screening (Police & Working with Children Checks relevant to where OzChild deliver services).
- Must be able to drive, provide and maintain a valid Drivers' Licence and have access to reliable transportation.

### **Skills and Experience**

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- Ability to work in a community development project that builds relationships and partnerships across sectors
- Ability to participate in project work to scope, plan, implement and evaluate the Stepping Stones To School model within the OzChild Stepping Stones To School Team
- Ability to draw a program to support children and parents in working towards school readiness. This will include a knowledge of appropriate social / emotional readiness, language development, attentional skills and reading readiness
- Demonstrated experience working with vulnerable families with preschool children around school-readiness.
- Innovative thinking to assist in supporting the establishment of new Transition Networks
- Ability to plan, chair and record relevant program meetings and distribute minutes to key stakeholders
- Knowledge of Early Childhood developmental milestones and ability to determine children who are not meeting their milestones for kindergarten and school readiness
- Excellent communication skills with children, parents and professionals who are stakeholders in the program
- Ability to collect relevant data and keep concise and clear records of client progress
- Ability to work within a team environment whilst being able to work in isolation where appropriate across the region
- Knowledge of local Aboriginal culture and experience working in partnership with Aboriginal Early Years staff (desirable but not essential)

### **Mandatory Training**

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All employees of OzChild are required to complete Mandatory Training and Program Specific training upon commencement of employment and complete refresher training as required.

### **Organisational Responsibilities**

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- Demonstrated ability to work as part of, and contribute to, a person-centred team.
- Facilitate good working relationships with all services of OzChild, the clients, their families and other people significant to the client.
- Undertake all interactions with clients, families and co-workers in a culturally sensitive manner and take appropriate account of cultural and linguistic diversity.

- Attend client, employees related meetings, workshops, conferences and training as required.
- Ensure privacy and confidentiality are upheld at all times.
- Be familiar and comply with OzChild policies, procedures and other work instructions as updated from time to time.
- Represent OzChild and our services in a positive manner at forums, meetings and training with external agencies.
- Assist in the development of continuous improvement and service accountability initiatives as needed.

### **OzChild People Responsibilities**

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- Ensure compliance with OzChild's Code of Conduct, policies and procedures, and commitment to cultural awareness and child safety;
- Demonstrate commitment to diversity, respect differences and foster an environment and relationships that are safe, healthy, positive, supportive and free from all forms of harassment, bullying and discrimination;
- Participate in and complete all mandatory training, and participate in other training and development opportunities to ensure they have the necessary qualifications, skills, certificates and clearances to meet the requirements of their position;
- Embrace and utilise technology and new ways of working to enhance collaboration, effectiveness and outcomes;
- Ensure the safety and well-being of self and other;
- Work together as a team and encourage and support others within their team;
- Speak up, and making it clear when behaviour is unacceptable;
- Support those who are affected by breaches of this policy and encourage them to take action;
- Raise concerns and or complaints in a constructive manner, including identifying possible solutions.

### **Safety and Wellbeing Responsibilities**

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- Assume accountability for safety and wellbeing for self and others;
- Undertake all duties safely and in accordance with applicable policy, procedures and processes;
- Participate in safety and wellbeing consultative forums and contribute ideas to improving safety and wellbeing;
- Where appropriate, participate in workplace safety and wellbeing training, programs and initiatives;
- Report all work health and safety breaches, hazards and incidents, and assist with actions to reduce and eliminate risks.;
- Report any work related or non-work related injury or illness;
- Support return to work programs to facilitate safe and durable return to work for OzChild People, where possible, for both work related and non-work related Health Condition/s.

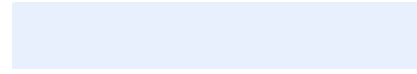
**Responsibilities stated herein reflect the primary functions of this job and should not be construed as an exhaustive list of duties. They may vary or be amended from time to time without changing the roles level of responsibility.**

*I have read and understood the position description.*

Team Member Name:

Team Member Signature:

Date:



[Click here to enter a date.](#)