


 <p><b>BERRY STREET</b></p> <p>Believing In Children, Young People, Families &amp; Their Future.</p>	<b>Position Title:</b> Early Childhood Worker	<b>Team:</b> Community	  
	<b>Band:</b> A	<b>Salary:</b> Stream 1, Level 5	<b>Date:</b> July 2020

OUR VISION AND PURPOSE	ROLE CONTEXT
<p><b>We believe children, young people and families should be safe, thriving and hopeful.</b></p> <p><b>Our Vision for 2022: Together we will courageously change lives and reimagine service systems.</b></p> <p>For over 140 years, Berry Street has adapted to a changing world, and we will continue to adapt to achieve our purpose.</p> <p>Berry Street will continue to be a strong and independent voice for the children, young people and families with whom we work. In collaboration with others, we will advocate for investment in early intervention and prevention services that enable families to be safe and stay together. We will use approaches that are culturally safe and informed by the best evidence available. We will measure and learn from the impact of our work, and we will continually contemporise our models of practice.</p> <p><b>We look forward to working with children, young people, families, carers, staff and partners to achieve this vision. Together.</b></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>The Early Childhood Development role sits within the Integrated Family Services team who work together with The Orange Door as part of the secondary tier of child and family services support system. Anglicare through The Orange Door 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.</p>
	PRIMARY OBJECTIVES OF THE ROLE
	<p>The role of the Early Childhood Development Project Worker, ECD, is designed to provide capacity building opportunities and secondary consultations to the Integrated Family Service Teams across Bass Coast and South Gippsland. The role also supports Early Years Services via secondary consultations, training co-ordination and delivery, regarding The Orange Door's Child Well-being referrals and Child Protection reporting.</p> <p>The role includes networking and facilitation with relevant stakeholders and responding to local needs in the Early Years sector. Delivery of the role is across Bass Coast and South Gippsland regions.</p>
	REPORTING RELATIONSHIPS
	<p>This role is based in Berry Street's Gippsland Region, Bunurong and Gunaikurnai Country.</p> <p>This role reports to the Team Leader, Child &amp; Family Services who will provide supervision and review.</p>
OUR VALUES	
<p><b>We expect all staff to apply these Values in all aspects of their work.</b></p> <p><b>Courage:</b> to never give up, maintain hope and advocate for a 'fair go'</p> <p><b>Integrity:</b> to be true to our word</p> <p><b>Respect:</b> to acknowledge each person's culture, traditions, identity, rights, needs and aspirations</p> <p><b>Accountability:</b> to constantly look at how we can improve, using knowledge and experience of what works, and ensure that all our resources and assets are used in the best possible way</p> <p><b>Working Together:</b> to work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills</p>	

## EXPECTATIONS

- Conduct oneself in accordance with the Berry Street Code of Conduct which is underpinned by the values of accountability, courage, integrity, respect and working together within the principles of continuous improvement and occupational health and safety.
- Berry Street is committed to service delivery that prioritises diversity and inclusion. We aim to ensure every individual is treated with dignity and respect regardless of their cultural background, ability, ethnicity, gender identity, sexual orientation, spirituality or religion.
- Berry Street is committed to being a child safe, child friendly and child empowering organisation. In everything we do we seek to protect children. We are committed to the cultural safety of Aboriginal and Torres Strait Islander children; children from culturally and/or linguistically diverse backgrounds; children with a disability; children who identify with a sexual and or gender minority identity.

## KEY SELECTION CRITERIA: KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE

- 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 practising and promoting self-care strategies.
- A commitment to the values of Berry Street and an ability to demonstrate these in day to day involvement with marginalised children, young people and families.
- Experience in working with families in the health and welfare sector.
- Demonstrated specialised knowledge of trauma informed practice, child development frameworks 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 with community support services and the child protection system.
- Knowledge of and experience working within the Early Years Sector across Bass Coast and South Gippsland regions.
- Demonstrated ability to work collaboratively in an inter and intra agency framework to achieve the best outcomes for vulnerable members of our community.
- 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.

## QUALIFICATIONS AND OTHER REQUIREMENTS

- A tertiary qualification in Youth Work, Social Work, Community Services or other related field. However, applicants with relevant experience may be considered at an unqualified rate.
- 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 specifically relating to the early years (0 – 5yrs).
- Knowledge of The Orange Door and Children, Youth and Families Service system.
- Knowledge of relevant government policy directions and the BEST Start program.
- Excellent networking and community development skills.

## KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
<b>Direct Service Delivery – Early Childhood Project Worker</b>	<ul style="list-style-type: none"> <li>• Systematic improvement for vulnerable children (0-5 years) through developing and enhancing partnerships between The Orange Door and Integrated Family Services Alliance and universal and secondary early year’s services.</li> <li>• In conjunction with other professionals, co-ordinate and co-facilitate education sessions to early years services and the wider community on children’s wellbeing and safety, The Orange Door, Integrated Family Services and Child Protection.</li> <li>• Provide current sector information and resources to early years services and Integrated Family Service teams.</li> <li>• Service enhancements for vulnerable children (0-5 years) through co-ordinating capacity building activities to enhance Integrated Family Services in assessing, planning and responding to early childhood developmental needs.</li> <li>• In collaboration with relevant stakeholders, including Best Start, identify, prioritise and develop strategic responses to address local needs and barriers for vulnerable families and children to access and engage with early years services.</li> <li>• Participate in relevant working groups and facilitate meetings and networks as required.</li> <li>• Ability to understand risk and needs assessment frameworks and appropriate applications of these.</li> <li>• Provide specific case consultations to the Integrated Family Service Practitioners in relation to early childhood development 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.</li> <li>• Other objectives as identified through the Early Childhood Catchment Plan.</li> </ul>
<b>Program Development</b>	<ul style="list-style-type: none"> <li>• Work collaboratively with ECD workers and relevant colleagues across Inner Gippsland.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Provide reports in an agreed format to the Team Leader Child &amp; Family Services (Berry Street Gippsland).</li> <li>• Participate in Inner Gippsland Alliance Meetings.</li> <li>• Maintain accurate program records.</li> </ul>
<b>Evaluation / Reporting</b>	<ul style="list-style-type: none"> <li>• Evaluate effectiveness of program against program objectives and values included in the Early Childhood Catchment Plan</li> <li>• Develop process to collect participant feedback such as surveys etc.</li> <li>• Quarterly reporting to DHHS on provided template</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>



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& Their Future.

## 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
<b>Work Environment</b>	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Daily
	Work in different geographic locations.	Regular
	Be exposed to all outdoor weather conditions.	Regular
	Work in unstructured environments (e.g. outreach).	Regular
	Work office hours with the possibility of extended hours.	Regular
	Work on-call after hours.	Regular
	Work in an open plan office.	Daily
	Work in buildings which may be two-storey.	Regular
	Sit at a computer or in meetings for extended periods.	Daily
	Work in an environment with competing demands.	Daily
Present at court and other jurisdictions.	Occasional	
<b>People Contact</b>	Liaise with government, non-government and community organisations.	Daily
	Work with clients who may have a physical or sensory disability.	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
	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.	Daily
	Undertake training and professional development activities.	Regular
<b>Administrative Tasks</b>	Undertake administrative tasks which may include the following: computer work, filing, writing reports, case notes/plans and client records, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data.	Daily
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, and electronic whiteboards.	Daily
<b>Transport</b>	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Regular
	Drive vehicles with possible distractions from client behaviour, verbal or physical.	Occasional