

# Position Description



Diversitat is a registered charity that has been serving the Geelong community for more than 40 years. Today we operate across 10 sites delivering a range of services including settlement, training, education, youth programs, financial counselling and disability and aged support. We also operate Pulse radio and TV, The Base, the Oppe Shoppe and various events including the famous Pako Festa.

Our aim is to empower individuals and communities to reach their full potential and aspire to provide an innovative and high quality response to the changing needs of a culturally diverse community. We act and behave on a daily basis according to our values of dignity, respect and acceptance, both with our clients and amongst each other. These values are a key part of our identity and are what brings us together and makes us successful at what we do.

## Position Details

<b>Position Title</b>	Education Support Worker
<b>Job Type</b>	Part Time Fixed Term Contract for 6 months
<b>Hours of work</b>	37.5 hours per fortnight
<b>Reports to</b>	Unit Manager - Business Services and Development
<b>Position Area</b>	Settlement and Community Services
<b>Location</b>	Northern Community Hub
<b>Award</b>	Social, Community, Home Care and Disability Services Award 2010
<b>Date</b>	Oct 2020

## Position Requirements

<b>1. Position Purpose</b>	To provide professional educational support services on behalf of Diversitat's Humanitarian Settlement Program to students who have been identified as experiencing barriers to their education. The successful applicant will liaise with Case Workers, Teachers and Coordinators on the appropriate strategies required to ensure the successful progress of the identified students. The role will be working with students and families from CALD background.
<b>2. Main duties</b>	<ul style="list-style-type: none"><li>• Maintain the highest possible professional standards in relation to employers, colleagues and students whilst positively promoting the social justice and diversity mission of the organisation;</li><li>• Work with students to create education plans to assist the student's current curriculum;</li><li>• Monitor progress made by individual students and write reports detailing their ongoing progress;</li><li>• Support Parents and Carers on the Australian Educational system and guide them on their child's progress;</li><li>• Develop relationships with key staff at local schools and establish educational needs and plans;</li><li>• Report to Case Workers and Co-ordinators on individuals requirements and progress;</li><li>• Advise students, parents and carers of available technology and resource accessibility;</li><li>• Establish online homework club for students;</li><li>• Maintain quality data in the Client Management System.</li></ul>

## Key Selection Criteria

1. Qualifications	Certificate III - Training and assessment and/or relevant experience.
2. Skills	<ul style="list-style-type: none"><li>• An ability to work in relation to achieving student support outcomes;</li><li>• An ability to deal with difficult clients or clients with complex needs;</li><li>• An ability to meet dead lines;</li><li>• Highly developed written and verbal communication skills;</li><li>• Excellent negotiation skills;</li><li>• An ability to collaborate with other educators, AMEP and other service providers which requires strong interpersonal skills;</li><li>• Education Supporters devise lesson plans and education plans to help students meet their desired goals, so we are looking for professionals with good analytical skills;</li><li>• Project management skills.</li></ul>

## Other Terms and Conditions of Employment

- All Staff to adhere to Diversitat's Council's Equal Opportunity policies, as well as act in accordance with the Charter of Human Rights. Ensure behaviour in the workplace does not discriminate, bully or harass others.
- All staff are to adhere to Diversitat's OH&S policy including the requirement to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. Workplace incidents and injuries are to be reported to a nominated OH&S representative, and all staff are encouraged to raise health and safety concerns with management.
- Employment is subject to the satisfactory completion of a Police Check, Disability Worker Exclusion List Check, Victorian Employee Working with Children's Check, Work Rights Check and/or Medical Check. Diversitat will pay for the costs associated with a Police Record Check and/or requested Medical Check. The Working with Children Check cost will be the responsibility of the employee.
- Prior to any person being appointed to this position it will be required that they disclose full details of any previous Workers Compensation claims.
- All other conditions as per Diversitat Policies and Procedures Manual.
- All staff at Diversitat are responsible and will be held accountable for their continuing compliance with our Mandatory Reporting – Child Protection policy. It is expected that all staff will maintain contemporary knowledge of the policy and enact the policy at all times. All staff have a responsibility to raise any concerns they have about child safety to their direct manager or senior manager immediately.

## Diversitat Statement of Commitment to Child Safety:

Diversitat is committed to providing a child safe environment. We have zero tolerance of any abuse or mistreatment of children. We are committed to ensuring children and young people are able to actively participate in decisions that affect their lives. We understand our legal and moral obligations to treat any child safety concerns seriously. We report any allegations and wellbeing concerns to authorities.

*Whilst these conditions are generic in an attempt to provide an overview, specific terms and conditions pertained to an employee are contained in the employment contract. It is not the intent of the position objectives/duties to be entirely prescriptive. The position objectives/duties are a description of the key areas. There may at other times be activities which will be required which are not described herein, however they will not be outside of the position purpose statement and will at all times be made in consultation and agreement with the incumbent.*

*At Diversitat we are committed to supporting Indigenous Australians, culturally diverse candidates and candidates with a disability gain employment and develop their careers with us – if you meet the above requirements, we encourage you to apply. If you would like further information about this role or if you have any particular access requirements please contact our office.*

**Acceptance of Offer**

I have read, understood and accept the above position description.

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Manager Name \_\_\_\_\_

Manager Signature \_\_\_\_\_

Date \_\_\_\_\_