



JOB DESCRIPTION

Mission

Wanslea promotes community, family, and individual development through partnerships and services

Vision

Excellence and leadership in services for the community, families and children

Values

Respect for staff and those engaged with our services

Integrity in how we work through honest and fair practices

Collaboration through evidence based practices that ensure quality service provision

Child Safety

Wanslea employees and volunteers are expected to behave respectfully towards children and young people and to actively create a safe environment for all children and young people who come into contact with Wanslea's services

POSITION DETAILS

Position Title:	Resource Worker
Program:	Spring into Learning
Location:	Kalgoorlie
Salary:	Wanslea Family Services Staff Agreement; Level 2

PURPOSE

This position is responsible for the provision of high quality resources and support to children and their families in order to facilitate a smooth transition to school.

REPORTING RELATIONSHIP

Chief Executive Officer

General Manager / Chief Financial Officer

General Manager – Regional Services

Manager - Goldfields

This position

Positions reporting to this position: Nil

KEY DUTIES AND RESPONSIBILITIES

	Prepare and plan for sessions at the beginning of each school term
	Assist in the development of resources that are developmentally appropriate and support the running of activity sessions
	Promote the program to the local Aboriginal community and encourage participation
	Liaise with individual parents to provide support and information as necessary
	Model positive communication with children and parents
	Maintain a safe and hygienic environment
	Adhere to all Workplace Health and Safety policies and procedures
	Implement and adhere to all Wanslea policies and procedures
	Other duties as directed
Team Participation	
	Provide assistance and support to other team members
	Participate in supervision and regular discussions
	Actively contribute to the achievement of the overall objectives of the organisation

COMPETENCY PROFILE

ESSENTIAL CRITERIA

Experience, Skills and Knowledge

	Demonstrated experience of working with Aboriginal families and understanding of Aboriginal family functioning and child development
	Ability to work in a culturally appropriate and safe manner
	Demonstrated interpersonal skills including the ability to engage and maintain effective working relationships with a range of groups, families and individuals
	Satisfactory current National Police Clearance
	Current Working with Children Card

	Demonstrated understanding of "child safe" environment
DESIRABLE CRITERIA	
	First Aid Certificate

CERTIFICATION	
The details contained in this document are an accurate statement of the responsibilities, competencies and other requirements of the job.	
CHIEF EXECUTIVE OFFICER: _____ <p style="text-align: center;">Tricia Murray</p>	DATE: / /
As position holder I have noted the statement of the responsibilities, competencies and other requirements as detailed in this document.	
POSITION HOLDER: NAME: _____ SIGNATURE: _____	DATE: / /