

## Position Description

<b>Position</b>	<b>Access to Early Learning Facilitator</b>
<b>Program</b>	Connect Up
<b>Location</b>	Hamlyn Heights office
<b>Date</b>	June 2021

### About Bethany

Bethany Community Support Inc. is a vibrant community service organisation based in Victoria that provides a broad range of prevention, intervention, support and educational services to children, young people, families and individuals.

### Our Vision

To be a recognised leader in providing services that work in new ways to support children, families and individuals to be the best they can, develop secure relationships and participate in their community.

### Our Values

- Courage                We take action and stand up for what we believe
- Respect                We value people and build on their strengths
- Integrity                We are open, fair and just in everything we do
- Innovation                We develop new ways of working to make a difference
- Collaboration                We work together to improve outcomes

### Bethany's Diversity Statement

At Bethany we celebrate diversity and innovation. We embrace creating a connected organisation which enables all service users, employees, students, contractors, and volunteers to feel safe from discrimination. We support an inclusive environment where people of all genders and ages, people living with a disability. First Nations people and people from LGBTI and CALD communities feel empowered to contribute their experiences and ideas; knowing that these will be valued.

### Bethany's statement of commitment to child safety

Bethany Community Support is committed to providing a child safe environment. We have zero tolerance of any abuse or maltreatment 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. We are committed to the cultural safety of all children including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

## Position Description

### Position Objectives

Access to Early Learning (AEL) is an early intervention program that enables three-year-old children from families with complex needs to participate fully in quality, universal early childhood education and care.

AEL has a multi-level ecological model framework that reflects how individuals and their social environments mutually affect each other. The AEL model emphasises relational practice and collaboration with other services to foster a shared understanding about the particular strengths and needs of children and their families.

The AEL facilitator:

- provides intensive outreach support to families
- identifies and supports families' access up to 15 hours of high quality kindergarten delivered by a degree qualified educator
- works with families to address any barriers to their child's full participation in kindergarten
- strengthens the home learning environment by developing parents capacity to support their child/ren's learning
- builds capacity in the local service system, including providing mentoring and professional learning for educators
- collaborates closely with other services and supports families to navigate and engage with relevant services

Families referred to AEL experience complex family circumstances that mean the Early Start Kindergarten grant alone would be insufficient to sustain attendance. To be eligible for AEL, children must be of an appropriate age for 3-year-old kindergarten and referred by an Enhanced Maternal and Child Health (EMCH) service, Orange Door or Child Protection.

These referrals identify children from families with a minimum of two relevant characteristics:

- known to Child Protection
- child or parent with an intellectual or physical disability
- family violence
- mental health issues
- sexual assault
- substance abuse.

The AEL facilitator provides a family centred strength based service response that aims to engage and sustain high levels of participation in early childhood education for children with significant levels of vulnerability and disadvantage. Success will result in sustaining vulnerable children's participation in early childhood education, improving parents understanding of their children's learning and development, increasing parents' confidence and ability to respond to their child/ren's needs and supporting educators to identify and address the barriers to engagement for vulnerable children and families.

The Department of Education and Training (DET) fund this program. The 2021 – 2022 performance targets are 16 – 20 families.

## Position Description

### Key Responsibilities

- Actively focus on children's learning and development needs, strengthen relationships and provide tailored support.
- Actively engage with parents to strengthen parent capacity to support in home learning
- Address barriers to kindergarten participation and strengthen links between kindergarten and in home learning
- Actively develop collaborative relationships with key community stakeholders including Early Child Education Centres (ECEC) and Enhanced Maternal Child Health services (EMCH) to support family engagement
- Provide outreach to families via home visit, joint visits and supporting stronger connections to kindergarten and community
- Actively engage with parents, children and service providers in working together to provide an integrated and responsive service focused on building strong, sustainable and connected children, families and communities
- Referral and liaison to meet family need. Collaborate closely with other services and support families to navigate and engage with additional relevant services.
- Identify pathways and connections for parents to increase their knowledge of their community, health and welfare services, thereby increasing capacity for self-management.
- Actively support and attend existing partnerships and network meetings.
- Maintain accurate data as required by the funding body and the organisation, and participate in periodic evaluation and program performance reporting.
- Operate within the legislative requirements including Best Interest Practice Framework, Child Safety and the Child Youth and Family Act (2005, 2018) and Victorian Early Years Learning and Development Framework (VELYDF)
- Undertake core trainings relevant to the role e.g. MARAM
- Work in partnership with parents to develop Family Action Plans
- Contribute to program learnings to enable ongoing operation and improvement of the program.
- Actively participate in regular formal supervision within line management structures
- Attend team and agency meetings as appropriate.
- Work within policies and procedures of Bethany Community Support, regulation or legislation.
- Support and participate in the Agency's continuous quality improvement process.
- Make recommendations to effectively resolve problems or issues, by using judgment that is consistent with Bethany Values, standards, practices, policies, procedures, regulation, industrial instruments or legislation.
- Other duties as required.

## Position Description

### Key Selection Criteria

#### *Essential*

1. A suitable tertiary qualification in Early Childhood Education and Development, Social Work or other related behavioural sciences preferably at degree level and a minimum of 12 months experience.
2. Demonstrated experience, knowledge and expertise in the assessment of vulnerable families including an understanding of child development and the impact of trauma.
3. Demonstrated capacity to engage with parents and young children and knowledge and experience in providing a range of family interventions.
4. Demonstrated capacity to provide high level collaborative work practices with families, Early Childhood Education Centres (ECEC) and other relevant service providers.
5. Demonstrated high level organisational skills, the ability to work as part of a team and autonomously in the context of varied and complex competing priorities.
6. A satisfactory criminal records check, Working with Children Check and a current Victorian Driver's Licence.
7. Proficient in the use of MS Office, databases and knowledge of a range of IT programs.

#### *Desirable*

8. Excellent communicator with strong interpersonal, advance written and oral communication skills.
9. Demonstrated capacity to contribute to the development of processes and systems to improve the quality of service.

### Capabilities and Personal Attributes

- Advocates and champions to achieve positive change.
- Demonstrates commitment to social justice and social inclusion.
- Leads a culture of respectful relationships and behaviour across the organisation.
- Is truthful and ethical and leads and reinforces expected standards of behaviour at all times.
- Generates ideas and solutions and takes advantage of new and emerging opportunities.
- Creates and sustains dynamic and productive relationships to maximise outcomes.

### Organisational Relationships

Supervisor

Team Leader, Connect Up

## Position Description

<b>External Liaisons</b>	ECEC, Family Services Agencies, Child and Family Services Hubs, Orange Door, DFFH, DET, NDIA, EMCH and other Community Service Organisations.
<b>Stakeholders</b>	All Staff, service users

## Conditions and Remuneration

<b>Salary</b>	This position is classified as an award payment on the Social Community Home Care and Disability Services Award 2010, Level 5 with a salary range of \$85,140.87 - \$89,007.30. In addition, the package also includes salary sacrifice as per government legislation.
<b>Ordinary Hours</b>	Ordinary hours of work will be worked between agency hours of 8am to 7pm.
<b>Conditions</b>	Other conditions of employment as per the Bethany Enterprise Agreement.
<b>Travel</b>	Travel will be required to other Bethany offices and across the City of Greater Geelong and other locations.
<b>Physical Requirements</b>	<ul style="list-style-type: none"> <li>Actively engage with infants, young children and parents – Daily</li> <li>Acknowledging the impact of Covid-19 restrictions, work may include remote access and Working from Home arrangements as required by the organisation.</li> <li>Sit at a computer or in meetings for extended periods - Daily</li> <li>Work in a variety of office plans - Daily</li> <li>Driving – Daily</li> <li>Visits to ECEC and other relevant services</li> <li>Outreach home visits - Regular</li> </ul>
<b>Right to work in Australia</b>	You must either be an Australian citizen; or have permanent residence status; or an appropriate visa issued by the Department of Immigration and Citizenship that entitles the employee to work in Australia.

## Position Description

### Employee Declaration

I have read and understood this Position Description and in signing this document agree that I am capable of fulfilling all of the requirements of the position described in this document. Additionally, I agree to notify management immediately of any change in my capacity to meet any of the requirements outlined in this Position Description.

Name:

Signature:

Date: