



ODYSSEY HOUSE
VICTORIA

Position Description

Child Care Educator

POSTC2048

ISO9001 | Approved by Eric Allan | Next Revision: 23/03/2022

Location:

Lower Plenty

Classification:

SCHADS Level 3

Reports To:

Early Childhood Supervisor

Direct Reports:

N/A

Odyssey House Victoria (OHV) is a place of hope and positive change for individuals working towards breaking their pattern of addiction. At OHV we believe that every person should have the opportunity to change and grow. Our diverse teams work with individuals, families and communities to reduce drug use, improve mental health and reconnect people to their family and the community. The Odyssey name and logo reflects the courageous journey of self-discovery and change that our clients undertake.

Position objective

The Child Care Educator provides early childhood education and child care to meet the needs of individual children in residence at the TC. The key purpose of the position is to contribute to the operational objectives of the Children's Centre, helping to create a secure, and nurturing environment for children, and promoting and maximising opportunities for the children to develop to their full potential.

The Therapeutic Community (TC) is a long-term residential program. The TC is a 143 bed treatment facility that works with clients to establish healthier relationships, promote personal change and support them in their recovery journey.

The on-site Children's Centre offers a unique play-based learning environment for children aged 0-5 years as well as after school and school holiday programs for children aged 6-11 years. The Centre supports families/parents residing at the TC and tailors child care experiences to meet the needs of individual children. It works to assist in meeting social, emotional and developmental needs of the children in residence at the TC.

Role responsibilities

Working under general direction with scope to exercise initiative in the application of established procedures and methods, as well as contributing to the interpretation of matters which may have no clearly established

practices, the role undertakes responsibility for the following varied activities:

Children's Centre

Under the direction of the Early Childhood Supervisor:

- Exercise responsibility for the safety, high quality care and support of children during their daily activities, learning experiences and routines (e.g. meals, sleeping, cleaning up);
- Deliver structured programs that are responsive to the changing needs of the children and maximise the individual development of each child;
- Record children's individual progress and develop a program to further extend and develop their skills;
- Assist in the planning, coordination and delivery of after school programs and school holiday programs;
- Provide regular feedback to parents and children's centre staff on child progress;
- Set realistic limits of behaviour for children and provide consistent positive reinforcement;
- Liaise with team members in coordinating the activities of the Children's Centre Resident Volunteers;
- Attend external excursions with children and Children's Centre Staff and Resident Volunteers;
- Assist in providing an environment that is secure, and nurturing, and will support the safety, development and protection of all children and;
- Actively promote and adhere to the OHV Child Safety policy and procedures to assist OHV to maintain a child safe organisation and support colleagues to engage in child safe practices.
- Assist in the general running of the Centre and other duties as directed by the Early Childhood Supervisor.
- Action any First Aid needs where required, as First Aid Officers for the Children's Centre

Family Support

- Assist families in developing routines, setting boundaries and establishing priorities and model good parental behaviours, showing sensitivity to individual needs and backgrounds;
- Work with parents in a supportive way by role modelling positive techniques for supporting and managing children's behaviour;
- Communicate with parents and Centre staff regarding the children, reporting observations as necessary.

Quality

- Demonstrate ability to follow the established procedures which contribute to the safe and effective operations of the children's Centre

- Exercise initiative and application of best practice where there are no clearly established procedures;
- Work in accordance with all relevant legislative and statutory requirements, organisational policies and procedures;
- Model appropriate workplace health and safety practices contributing to a safe working environment;
- Resource and implement programs and extension activity appropriate to the needs of the children and their family/ parents;
- Contribute to team activities by participating in team, supervisory meetings, program development and review, encouraging a culture of review and best practice;
- Participate and support reviews of standards in the Therapeutic Community including “Community of Community” reviews;
- Actively participate in monthly supervision sessions.

Other

- Cover other Centre staff during breaks;
- Support relevant drives when required that relate to the needs of the families/ children (school pick up/ drop off's);
- Attend and participate in Family Services meetings;
- Perform some work outside of normal business hours as required;
- Assist in the development of school holiday and public holiday routines for the children;
- Liaise with external educational and supports services around the needs of the children.
- Perform other duties as determined by the Early Childhood Supervisor.

Residential Services Expectations

All Residential Services staff are expected to:

- Model behaviours and attitudes in keeping with the objectives of the Program and at all times act in accordance with the staff *Code of Ethics & General Conduct* and resident *Bill of Rights*.
- Adhere to professional and agency ethics and boundaries.
- Foster the Therapeutic Community process of mutual self-help recovery for our residents, at all times using the social environment to maximise peer influences by encouraging transmission of residential community teachings rather than directly instructing and delivering such communications in the manner or style that reflects the rational purpose of helping.
- Work in an open, honest and reflective style, participating as members of the staff group.
- Be responsive and flexible to the needs of residents, including participating in out-of-hours duties as required, unscheduled meetings, events and other tasks.
- Assist in the supervision and collection of urine samples from residents for random testing purposes.

- Participate in and commit to ongoing professional development through participation in in-house training programs and external activities as appropriate.
- Share information about the work of the Program with visitors, interest groups, statutory bodies, and professional associations as part of OHV's commitment to informing others of our work.
- Promote the benefits of improved lifestyle and mental health free of substance abuse and other self-defeating anti-social behaviours amongst the staff and residents.

Key Selection Criteria

1. Demonstrated experience in providing a safe, nurturing and stimulating environment for children up to 6 years of age.
2. Demonstrated knowledge and understanding of the developmental stages of children aged 0-5 years (6-11 years highly desirable).
3. Understanding of the Early Years Learning Framework (EYLC) and National Quality Standards (NQS).
4. Ability to meet deadlines, balance competing demands, prioritise work and respond effectively to change. Capacity to continuously review and make responsive changes where needed to ensure a high standard of service delivery for children and their families.
5. Ability to work as part of a multi-disciplinary team, and a willingness to give and receive feedback and recognise and resolve interpersonal conflict.
6. Experience working with children who have additional needs and challenging behaviours.
7. Ability to maintain confidentiality, professionalism and discretion at all times.
8. Demonstrated understanding and acceptance of different social and cultural values and attitudes to raising children.
9. Ability to effectively liaise and communicate with a wide variety of people in a non-judgemental manner.

Essential Requirements

- Diploma of Early Childhood and Care (or equivalent) with relevant experience
- Current Level II First Aid certificate.
- Current Anaphylaxis and Asthma Training certificate.
- Satisfactory outcome of a confidential Police Check and Working with Children Check. OHV is committed to child safety and is a child safe organisation.
- Empathy for those whose lives have been affected by problematic alcohol and other drug use and/or mental health disorders.
- Possession of a current Victorian Driver's Licence.
- Eligibility to work in Australia.

Preparedness to travel within the catchment to meet the requirements of the job and to work out of various partnership locations.

Desirable Requirements

- Understanding of Attachment Theory
- Demonstrated knowledge and understanding of the developmental stages of children aged 6-11 years

- Current knowledge of OH&S practices
- Mental Health First Aid Certificate

At Odyssey House we value diversity and believe that employing people with a range of backgrounds brings a variety of ideas, perspectives and experiences that will enhance our effectiveness.

We promote a workplace that actively seeks to include, welcome and value each person's unique contribution by encouraging people with disabilities, Aboriginal and Torres Strait Islander peoples, LGBTQIA+, young people and people from culturally diverse backgrounds to apply.



Our values

We promote hope for change and expectation to reach one's full potential. We encourage perseverance and innovation to make a real difference in people's lives. We uphold the pillars of Respect, Concern, Honesty, Trust and Love. Our values are promoted among the residents, staff and clients of Odyssey House Victoria.

This artwork, inspired by Chris Thorne, represents counting the pillars on one hand.

