

# Position Description

<b>Position title</b>	Strong Kids Creator (Playgroup Support Worker)
<b>Program/Unit</b>	Mobile Children's Services / MacKillop Rural
<b>Classification</b>	SCHCADS 2-3 - Dependent on qualifications & experience
<b>Position reports to</b>	Program Manager

## Organisational context

Established in 1997, MacKillop Family Services (MacKillop) strives to ensure all families are supported to provide children with a safe and permanent home, and the best possible start to their lives.

Continuing the child and family welfare programs of our three founding agencies - the Sisters of Mercy, the Sisters of St Joseph and the Christian Brothers - we provide early intervention programs to support the most vulnerable families, and provide education, disability support, home-based care and out of home care for vulnerable children and young people in Victoria, New South Wales and Western Australia.

MacKillop has almost 1,500 staff, operating out of more than 50 sites, and has forecast annual revenue for the 2022/23 financial year of over \$213 million.

Like our founders, we are deeply committed to our work, and are driven by social justice. We believe every child should be protected from abuse, neglect and exploitation, and are a child-safe organisation that is committed to protecting and advocating for the best interests of children and families across all our programs.

Our work is underpinned by our values, and by a deep understanding of the impact of trauma, informed by the Sanctuary Model. Sanctuary is a blueprint for organisational change, which supports organisations to provide a safe, non-violent environment for people affected by trauma. It also supports staff and carers to form communities that are safe and caring, and to maintain a culture that reflects these qualities at every level within the organisation. MacKillop is the only licensed provider of training in the Sanctuary Model in Australia.

MacKillop is deeply committed to promoting diversity. Our diversity encompasses differences in race or ethnicity, gender identity, gender expression, intersex status, sexual orientation, language, age, religion, socio-economic status, relationship status, physical and mental ability, thinking styles, experience, and education. We believe that the wide array of perspectives that results from such diversity makes us more creative, flexible, accessible and productive.

## Our purpose

MacKillop Family Services continues our founders' passionate commitment to social justice - to work for the rights of children, young people and families to be safe, to learn, feel nurtured and connected to culture. We provide high quality services to promote healing from trauma and loss, and to enable hopeful futures.

MacKillop Family Services will care compassionately, respond large-heartedly and advocate courageously.

## Our vision

Children, young people and families are welcomed and supported by MacKillop to be empowered and thrive.

## Our values

We commit to the following five foundational values which we continue to embed in the culture of our organisation and practice:

**JUSTICE.** We believe in the right of all people to experience respect and to have access to quality services irrespective of sex, race, ethnicity, culture, language, religion, marital status, disability, sexuality or age. We advocate for inclusiveness and social justice in the wider community and commit to these principles across our organisation and all services we provide. ***We believe in the right of all people to be treated justly and fairly.***

**HOPE.** We commit to creating positive and hopeful relationships where people find meaning in their experiences and relationships and are able to learn, explore their strengths and create possibilities for growth and change. ***We seek to foster hope that assists people to find meaning.***

**COLLABORATION.** In our work with individuals, families and other organisations and groups, we commit to working in a collaborative spirit through cooperation, coordination, partnership and empowerment. ***We commit to working in a collaborative spirit through cooperation, coordination, partnership and empowerment.***

**COMPASSION.** Compassion is an attitude of the heart, an expression of our shared humanity and a deep desire to alleviate another's suffering. We commit to creating an attitude of openness to others and to their circumstances. ***We seek to foster compassion, an attitude of the heart and a response to exclusion and suffering.***

**RESPECT.** We value ourselves and other people, the earth and all creation. We seek to listen and learn from each other and build relationships with respect, being proud of what we hold in common and with understanding and tolerance of our differences. ***We seek to act with respect with regard to each other, the earth and all creation.***

## Our Sanctuary Commitment

Our values are brought to life through our commitment to the Sanctuary Model. Sanctuary is an evidence-supported, whole-of-organisation framework that guides how we practice as an agency. Sanctuary enables a shared language, knowledge, and response to the impact of trauma and loss on all of us.

Our seven Sanctuary Commitments are as follows:

- Non-Violence - Mean what you say and don't be mean when you say it
- Emotional Intelligence - Look out for yours and other people's feelings
- Social Learning - We all learn from, and teach each other
- Democracy - Everyone is heard
- Open Communication - Be honest and share information
- Social Responsibility - We all help each other ... It takes a village to raise a child
- Growth and Change - Open to new ideas and ways of thinking

## Position purpose

The Strong Kids Creator sits within the MacKillop Rural Unit which provides:

- Family support and supported playgroups
- Parenting and early childhood education
- Counselling and support to young people who are vulnerable and at risk of homelessness
- In-home accommodation and independent living supports to adults with a disability
- Early childhood intervention to children with a disability

The Strong Kids Creator is a part of the Mobile Children's Services (MCS) team. Mobile Children's Services are early learning services 'on wheels'. Workers visit isolated and marginalised communities/ target groups and cohorts to deliver quality early learning services where centre-based delivery is not readily available or there is a lack of uptake and access to these services. This ensures children and families in isolated and disadvantaged communities have fair and reasonable access to good quality early childhood education services. Our Mobile Children's Services deliver early childhood education sessions for children 0-8 years and their carers.

With the support of the Program Manager, the role is responsible for delivering stimulating educational sessions (supported playgroups) and activities to outreach communities. The team travels to various communities and Aboriginal reserves in Brewarrina, Lightning Ridge and surrounding communities and properties as needed. Priority of service is determined by:

- Access to early childhood services
- Uptake of early childhood services
- Level of disadvantage
- Indigenous children and their families

The Strong Kids Creator role is based at Brewarrina or Lightning Ridge and reports to the Program Manager.

## Primary objectives

To provide a quality early learning service that promotes positive learning and development outcomes for children that meet the needs of various communities and families in Brewarrina, Lightning Ridge and surrounding communities. Surrounding communities to be serviced will be based on need and available resources.

To provide flexible and affordable quality early learning services and improve accessibility to these services for isolated, rural and remote communities in North Western NSW.

To deliver stimulating early childhood education sessions and activities that are compliant with the approved learning framework – The Early Years Learning Framework (EYLF) and guided by the National Quality Framework.

## Key result areas and responsibilities

1. To provide a quality early learning service that enhances the cultural, physical, social, emotional, language and learning development of all children by:
  - Delivering regular supported playgroups and other educational activities
  - Providing a welcoming, safe and healthy learning environment
  - Teaching parents to play with their children in order to increase parenting confidence around life skills which support positive behaviours and healthy lifestyle choices for children and their families;
  - Fostering individual children's strengths, abilities and interests through providing developmentally and culturally appropriate play and learning experiences
  - Reviewing and reflecting on the specific needs of families and children. This includes monitoring and recording age appropriate developmental milestones linked to the Early Years

Learning Framework (EYLF) outcomes and National Quality Standards (NQS) areas. Support parents and communicate to them their child's /children's developmental needs.

- Liaising with early childhood service providers, other service organisations and community representatives within the service area as needed

Increasing engagement with Indigenous parents and families through a range of strategies.

2. In consultation with parents/carers and communities:

- Develop a program which is appropriate to the individual developmental needs and interests of the children.
- Design and implement a program using the Early Years Learning Framework (EYLF) and National Quality Standards (NQS) areas.
- Gain parent/carer and child feedback on the effectiveness of the program and outcomes.

3. Develop and implement continuous quality improvement practices:

- With support of the Program Manager, implement a Quality Improvement Plan (QIP)
- Monitor, implement and report on strategies detailed in the QIP.

4. To be responsible for the accurate and timely completion of all documentation including but not limited to:

- Termly Program
- Promotion/communication of school term schedule
- Weekly entries into individual child/ren and community learning journals/portfolios
- Daily attendance records, enrolment forms and program data reporting documentation
- Risk management and Work, Health and Safety documentation – risk assessments, incident reporting, etc.

5. Be responsible for a service that promotes the following outcomes:

- Children with age-appropriate knowledge and skills
- Increased parent/carer knowledge in relation to their child's developmental stages
- Parents/carers engaged in educational experiences with their children
- Parents/carers less isolated and engaging with the service
- Parents accessing other services as required.

6. Ensure that confidentiality is maintained in regard to all matters related to parents and their child/children.

7. Contribute to an effective team and work environment through the promotion and practice of positive communication in all workplace related communication and that supports the MacKillop Values and 7 Sanctuary Commitments.
8. Active participation in staff meetings/gatherings, monthly supervision and MacKillop's Performance Management System.
9. Be responsible for ensuring the regular maintenance and care of the work vehicle.
10. Share responsibility for the maintenance and cleaning of workplace and workplace equipment - including ensuring that all educational equipment and service equipment is safe and maintained at an optimal level.
11. Keep up to date with current developments and practice within the Early Childhood profession.
12. Ensure that the policies and procedures of MacKillop Family Services, the Mobile Children's Service, legislative and regulatory requirements, contract obligations, Health and Safety Regulations are implemented in providing appropriate educational programs for children and families.
13. Promote and protect the best interests of children by ensuring service delivery and practice commits to and aligns with the 10 elements of a child safe organisation as identified by The Royal Commission into Institutional Responses to Child Sexual Abuse.
14. Undertake other duties as required.

## Key selection criteria

The incumbent will have:

- Ability to run supported playgroups
- An appreciation for Aboriginal culture and values and an awareness of the current issues faced by Aboriginal children, young people and their families
- The ability to travel alone each day to various communities in a automatic 4-wheel drive vehicle
- Ability to build positive working relationships
- Ability to use computers
- Willingness to obtain First Aid Certificate

## Other information

The incumbent is required to:

- Sign and actively abide by MacKillop's Code of Conduct.
- Observe and actively support MacKillop's P.8 People and Workplace Policy.

- Observe and fulfil health and safety responsibilities as contained within ‘WHS-P-001 Responsibility Statements’ document.
- Attend mandatory and other training as required.
- Actively participate in MacKillop’s Bid Management process as required.
- Participate in and promote continuous quality improvement processes.
- Promote an environment that is culturally safe and strengths focussed.
- Abide by principles and commitments of the Sanctuary Framework.
- Incorporate cultural safety into your practice with Aboriginal families.

The incumbent must possess a:

- Valid and current Drivers Licence.
- Valid and current NSW Working with Children Check.
- Valid and current NDIS Worker Check (for NDIS risk assessed roles).
- Satisfactory criminal history check conducted by MacKillop Family Services.

## Approval

<b>Director’s full name:</b>	Jude Ekerick	<b>Date:</b>	July 2022
<b>Director’s position title:</b>	Director NSW South and ACT		
<b>Incumbent’s full name:</b>			
<b>Incumbent’s signature:</b>		<b>Date:</b>	



*MacKillop Family Services acknowledges Aboriginal and Torres Strait Islander people as Australia’s First Peoples and as the Traditional Owners and Custodians of the land on which we live, work and play. We pay our deep respects to Elders past and present and acknowledge all Aboriginal children, young people, families and staff who are a part of MacKillop Family Services.*



*MacKillop celebrates and draws strength from diversity and respects the dignity of all people. Every person at MacKillop has the right to be safe and to be treated justly. We value every person’s cultural or linguistic background, ethnicity, sexual orientation, gender identity, gender expressions, intersex status, relationship status, religion or spiritual beliefs, socio-economic status, age, and abilities.*