

Position Description

Position Title:	Inclusion Professional	Division:	Community Services
Position Reports to:	Manager Inclusion Support	Direct Reports:	Nil
Classification	Yooralla Staff Terms and Remuneration (STAR) Agreement 2016	Band	F
Approved by:	Manager Kindergarten, Inclusion Support Services	Date approved	January 2018

Primary Position Objective:

The Inclusion Professional supports educators in federally funded education and care services to increase their capacity and capability to embed inclusive practices within their service ensuring that Aboriginal and Torres Strait Islander children, those from a CALD or Refugee background and those with a disability or medical condition receive optimal care and learning opportunities in these services. The Inclusion Professional will identify the strengths, capacity and capability of educators to ensure that support provided is tailored to educator and ECEC service needs.

They work to promote a clear understanding of inclusion, which focuses on all children being seen as capable and contributing in their environment.

The position involves working closely with other Inclusion Agency team members to deliver inclusion support, which is flexible and responsive to the needs of ECEC services within the jurisdiction and in accordance with the ISP Guidelines 2016-2019.

Organisational Overview

Yooralla is a not-for-profit organisation offering high quality support services for people with disability. Established in 1918, Yooralla offers a wide range of services to people of all ages who are either born with or acquire a disability as the result of accident, ill health or age. Over 2000 Yooralla employees work alongside more than 30,000 Victorians with a disability and their families.

Vision

A world where people with disability are equal citizens

Mission

To provide quality, sustainable and flexible services that uphold human rights and create opportunities, empowering individuals to live the life they choose

Values

Customer Focused in our service, creative in our solutions
Courageous in speaking up, determined in facing challenges
Authentic in our relationships, honest in our conduct
Accountable in our work, responsible for our actions
Respectful of choices, embracing of diversity
Passionate about our work, driven by our vision

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Background

From 1 July 2016 CCC will receive Australian Government funding to operate the state-wide Victorian Inclusion Agency (IA) as part of the new Inclusion Support Programme (ISP). The ISP “supports mainstream ECEC services to improve their capacity and capability to provide quality inclusive practices, address participation barriers and include children with additional needs alongside their typically developing peers”. (ISP Guidelines p.5)

The Inclusion Support Programme is underpinned by a set of guiding principles that include: inclusion; equity of access; national consistency; an integrated approach; a strengths-based approach; self- sustaining and resilience of ECEC services. (Appendix 1, ISP Guidelines 2016-2019 p.48).

This program will be delivered by the Victorian Inclusion Agency Consortium (VIAC), which includes CCC, Ku Children Services and Yooralla. Consortium members are committed to safeguarding and empowering children in all our work. VIAC will therefore carry out rigorous reference and background checks on successful applicants.

Purpose, Vision and Values of VIAC

VIAC’s purpose is to work collaboratively with **all Victorian ECEC services** to enhance their capacity and capability in inclusive practice excellence to ensure their services are reflective of and responsive to all children and families in their community.

VIAC’s vision is that all Victorian children can meaningfully and actively participate in an ECEC service of their family’s choice in their community.

VIAC values and embraces:

- a **capacity building** approach that acknowledges strengths
- **building communities** where everyone has a sense of belonging
- **collaboration** with all stakeholders that builds synergy
- diligent **attention to excellence** in service delivery

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Organisational Accountabilities (applicable to all employees)

Positive Working Relationships

- Demonstrated ability to work as part of, and contribute to, a person centred team.
- Facilitate good working relationships with the community, customers, their families, and carers, and all departments in Yooralla through clear communication and a willingness to work towards positive outcomes.
- Demonstrated ability to initiate and maintain contacts with a broad range of people and community organisations to facilitate customers' access to services, appropriate communication with fellow workers, families and other people involved with the service and in the life of the customer.

Customer Safeguards and Wellbeing

Safeguard and promote the rights and wellbeing of every individual so they are recognised, respected, protected and fulfilled.

In providing quality services, Yooralla staff must comply with

- the Disability Service Standards
- Victorian Charter of Human Rights and Responsibilities Act 2006
- the Principles and Objectives of the Disability Act 2006
- the United Nations Convention of the Rights of Persons with Disabilities 2006
- the Child Safety Standards

Cultural and Linguistic Diversity

Undertake all interactions with customers and co-workers in a culturally sensitive manner.

Occupational Health and Safety

Comply with the requirements of Victorian Occupational Health and Safety (OHS) Act 2004 and related OHS procedures and Safe Operating Procedures developed by Yooralla, including:

- Work in a manner that considers the health and safety of self and others
- Report to work fit for duty and not negatively affected by alcohol, drugs, medication or other substances
- Ensure that all work areas are maintained in a safe condition
- Complete site induction
- Identify, report and record all safety hazards, incidents and injuries
- Participate in OHS training programs
- Participate in OHS consultation and communication meetings
- Wear and maintain personal protective equipment and clothing correctly

Quality Assurance and Continuous Improvement

- Attend meetings, workshops, conferences and training as required.
- Become familiar with and follow Yooralla's policies, procedures and management instructions.
- Be open to new ways of doing things that enhance the quality of life of people with disabilities; respond to challenges with innovative ideas and solutions.
- Strive for and promote a continuous quality improvement culture in the quality system and work practices, and offer strategic advice to improve customer relations.

Decision Making Authority:

Please refer to the delegation schedule available on the Yooralla Intranet <http://intranet.yooralla.com.au>

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Position Specific Responsibilities

Special Conditions:

Travel

A personal vehicle or alternative negotiated with management is used for work purposes. A travel allowance is payable for each kilometer travelled as per the EBA. Payment is made fortnightly on receipt of a mileage claim form.

Travel within Victoria is integral to the position, and overnight stays may be required.

Key Result Area

Support and Mentoring of ECEC services/educators to develop capacity in inclusion and inclusive practice

Key tasks

- *Support and mentor ECEC services and educators to develop their capacity in inclusion and inclusive practice through the development of a Strategic Inclusion Plan (SIP) to identify service specific barriers to inclusion and appropriate strategies to address these. Inclusion Professionals support services and individuals to:*
 - engage in ongoing reflective practice and continuous improvement,
 - review and/or develop inclusive philosophies, policies and practices,
 - access information and resources,
 - link with relevant community groups, services and organisations, and
 - work in partnership with families and early intervention professionals to advocate for inclusive practices within the mainstream ECCC environment.
- Responding promptly to all requests and referrals for inclusion support,
- Utilising excellent communication and collaboration skills,
- Planning visits and contacts with all ECEC services to promote inclusion and the ISP Programme, and
- Pay attention to excellence in their own service delivery by:
 - working in innovative and collaborative ways that challenge educator thinking

Respectful and collaborative relationships with local ECEC services

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	<p>and practice around inclusion,</p> <ul style="list-style-type: none"> ○ contributing to both local and state service planning and continuous improvement, ○ utilising excellent documentation skills to maintain daily records of service provision and KPIs and contribute to information to the sector, and ○ committing to the VIAC employee charter.
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Selection Criteria

Mandatory Requirements

- Current National Police Record Check
- International Police Check (if required)
- Not listed on Disability Worker Exclusion Scheme register
- Current driver's licence to drive in Australia and daily access to a vehicle
- VIT registration (Early Childhood Teachers)
- A current Victorian Working with Children Check
- ~~Preparedness to undertake a medical assessment to determine fitness to undertake the duties of the position~~

Qualifications

- Bachelor in Early Childhood Education or Social Sciences or significant relevant experience supported by a Diploma.

Professional Experience

- Demonstrated experience in inclusive practice in early and/or middle childhood settings
- Experience in supporting the inclusion of all children into ECEC service/s
- Ability to work independently as well as part of an energetic team
- Strong communication skills with an ability to communicate verbally and in writing with internal and external stakeholders at all levels.
- Ability to facilitate change through the use of reflective practice and a strengths- based approach to share inclusive practices and solve inclusion barriers.

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	<ul style="list-style-type: none">• Experience in planning, undertaking and evaluating project work with competing priorities and meeting identified objectives and outcomes.• Demonstrated skill in community/stakeholder engagement.• Ability to keep up to date with current developments and best practice in the education and care services sector• Competence in the use of information technology, including databases
Key Knowledge Areas	<ul style="list-style-type: none">• A working knowledge of Federal and State Government policy and funding programs related to education and care services• Practical understanding of and commitment to the principles of inclusive practice, capacity building, family centred practice, community development the Guiding Principles of the NQF• Understanding of the role and responsibility of sponsors/operators, proprietors, management committees and office bearers of education and care services
Personal Skills and Attributes	<ul style="list-style-type: none">• Commitment to the Vision, Purpose and Values of the VIAC• Passionate about service excellence, progressiveness in policy and practice and social justice• Commitment to positive teamwork and collaboration• Dynamic, flexible and innovative• Self-motivated and enterprising, with a keenness to take initiative• Ethical, honest and transparent