

Position Description

Position:	Early Years Worker
Team:	Group Work and Training
Reports to:	Manager, Group Work and Training Coordinator, Group Work and Training
Award:	Social, Community, Home Care and Disability Services Industry Award
Classification Level:	3

Kyabra Community Association Inc. is a community-based organisation committed to strengthening individual, family and community life. Established in 1976 as Sunnybank Family Support, Kyabra continues to provide support and training to thousands of individuals, families and community groups on the south side of Brisbane and the Sunshine Coast. To learn more, visit our website (<https://kyabra.org>).

The Group Work and Training (GWT) team provides both learning, development and training opportunities internally (for staff and volunteers) and externally (individuals, families and community groups).

GWT offers early years activities and support to the local community (parents and their children) via playgroups hosted at our main office (Runcorn) and out in the community through our mobile play-bus. The Early Years Worker will assist in facilitating these activities to support early years development and capacity building amongst families. This may involve a range of activities and functions, including: child care, advocacy, coordination and some support provision, either through working alongside families or via referral pathways.

The Early Years Worker will have:

- Experience in early years education including familiarity with:
 - AEDC data domains,
 - Early years learning frameworks, particularly *Being, Belonging, Becoming*.
 - Knowledge of, and the ability to create/promote/teach, developmental activities for young children (0-8 years old), including:
 - Planning, programming and preparing early years activities,
 - Facilitating playgroups on-site and in the community.
 - A strong desire to work alongside families in a way that focuses on their strengths, and
 - A passion for communicating and connecting with community members to promote social inclusion, engagement and awareness about the importance of, and opportunities for, early years education.
-

Organisational Expectations

- To work within the Vision and Values of Kyabra's Essence Statement.
- To comply with Kyabra's code of conduct and with all organisational policies and procedures.
- To actively evaluate and critique practice at an individual, service and organisational level towards continuous improvement.
- To participate in performance appraisals and the development of individual learning plans on request.
- To participate in professional development training opportunities.

- Under the supervision of the Manager and Coordinator, implement strengths-based, individualised approaches to families and children.
- To ensure that processes facilitate the maximum involvement of families and children in decisions that affects their lives.
- To maintain documentation relating to children in an appropriate records management system with due respect to confidentiality.

Role Responsibilities

- Create and facilitate activities that promote early years development through physical, cognitive, linguistic and socio-emotional development.
- Supervise and deliver playgroups, including monitoring children at all times to ensure their safety.
- Prepare activities and resources for playgroups, including maintaining relevant equipment and facilities.
- Create a safe, stimulating environment for parents and children to play and learn in.
- Work alongside families to develop goals and monitor progress/outcomes.
- Encourage social inclusion and community engagement for families while spreading awareness about the importance of, and opportunities for, early years education.
- Ensure compliance is maintained with regard to relevant legislative and licensing requirements.
- Maintain appropriate personal, child and environmental hygiene standards.

Key Selection Criteria

Essential

- A minimum Certificate III in Early Childhood or similar.
- Knowledge of, and ability to create/promote/teach, developmental activities for young children (0-8 years old), including facilitating playgroups on-site and in the community.
- Cultural competency, including a demonstrated understanding of, and experience with, working with people from CALD backgrounds.
- Understanding of, and commitment to, the principles of social justice, as well as a demonstrated capacity to work with community members using a strengths-based approach.
- Strong communication, interpersonal and organisational skills, including an ability to work autonomously or as part of a team, and adapt to various circumstances as necessary to support community members.
- Intermediate computer literacy skills, including familiarity with Microsoft 365 Office Suite.
- Current First Aid and CPR Certificate.
- A valid open driver's license.
- A valid Blue Card (Working with Children Check) or eligibility to attain one as well as a willingness to partake in any other required police/history checks as required by the organisation.

Positions Under Direction Supervision

- Volunteers
- Casual Early Years Workers

Relates to:

- Staff and volunteers
- Executive Board members
- Families and individuals
- Other service providers/community organisations

Other Information

Salary and Conditions

Remuneration will be in accordance with the Social, Community, Home Care and Disability Services Industry Award. Kyabra is supportive of work and family balance and adopts family friendly practices to achieve this.

Criminal History Check

The successful applicant will be required to apply for Personal/Criminal History Checks as required. Note: it is an offence for a disqualified person to sign a blue card application form/application.

Employment Type

Permanent Part-Time.

Hours of Work

60h 00m per fortnight.

Equal Opportunity Employer

Kyabra is an inclusive workplace where human rights are respected. We are a progressive organisation that works cohesively and dynamically while pursuing best practice within a socially just, strengths-based framework which support individual and family life/wellbeing. People of diverse cultural backgrounds, genders and sexual orientations are encouraged to apply.

Signed:

(employee signature)

(employee name)

(date)