

Position Description

Early Education Therapy Assistant

Location:	Townsville	Reports To:	Program Manager
Award:	Social, Community, Home Care and Disability Services Industry Award, Level 3	PD Date:	March 2026

About us

Act for Kids is a prominent provider of prevention, professional therapy and support services for children who have suffered abuse and support for families at risk. With over 30 centres nationally, we have supported thousands of children and their families for more than 30 years. In 2024-2025 we provided services to 37,171 people, including over 21,780 children.

Our unique multidisciplinary teams provide integrated therapy, sexual abuse counselling, safe houses in remote Indigenous communities, information, advice and referral services, intensive family support and preschools designed for children with additional development needs to ensure we set them up for success at school.

About our commitment

- Our vision is that all kids have a safe and happy childhood.
- We are a child safe organisation and all children who come into contact with our services will be provided with a welcoming and safe service.
- We are committed to working with Aboriginal and Torres Strait Islander peoples to design and deliver services that best strengthen our support to their children, families and communities.
- We are dedicated to creating a culture where physical, psychological, and emotional safety is a priority and to actively embed strong health and safety practices in our everyday work.
- We are committed to diversity, equity and inclusion, creating a workplace where everyone belongs and delivering inclusive, culturally safe and affirming services.

About our values

At Act for Kids our exceptional organisational culture is aligned to our values, which guide how we work and interact. You will be part of a *team* that is *professional, ethical, caring, courageous* and *collaborative* and we expect you to demonstrate these behaviours throughout your career with us.

About Cultural Humility

Act for Kids is committed to truth-telling and walking alongside Aboriginal and Torres Strait Islander children, families and communities on a journey of healing, self-determination, and hope. We acknowledge our responsibility to lead with respect, authenticity and cultural humility, creating culturally affirming and safe workplaces. We are committed to the recruitment and retention of First Nations team members and provide opportunities for meaningful connection and cultural peer support.

About the program

We know that for healthy development, children need life to be on an even keel. But for families experiencing stress raising children is like sailing in rough waters. The Early Education Program (EEP) is a trauma-informed, developmentally focused early learning program designed to help kids and their families to get ready for school by supporting emotional, social, behavioural and functional development.

The program is facilitated by a teacher employed by Education Queensland and supported by a Teaching Assistant. The Early Education Program (EEP) play-centered curriculum is based on Queensland's Early Years Learning Framework and the Queensland Kindergarten Learning Guidelines. Children's learning and development goals are supported within the program by internal and external allied health professionals including psychologists, social workers, speech pathologists and occupational therapists, with integrated components of protective behaviours, animal assisted activity and cultural learning sessions.

The EEP operates three days per week (Tuesday, Thursday, and Friday between 9am and 1:30pm) from our Child and Family Centre of Excellence. School terms are aligned with the Queensland School Term schedules.

About the position

Key responsibilities

- Support the delivery of the Early Years Learning Framework to a small classroom of children aged between 3 and 5 years of age.
- Build relationships with the parents/carers of the children attending and engage their support to meet learning and developmental goals.
- Participate in the development and implementation of trauma-informed positive behaviour support plans.
- Facilitate social learning, community connectedness, good health and wellbeing for children and their families.
- Build relationships with educational settings in the wider community to support children's transition from the EEP to School.
- Work with other professionals and agencies.
- Work collaboratively within a multi-disciplinary team to ensure child's goals are achieved.
- Provide day-to-day assistance to the Teacher within the classroom.
- Participate in planning and delivery of activities and excursions.
- Cleaning duties to keep the centre clean and hygienic.
- Regularly attend and participate in case reviews.
- Work collaboratively with colleagues and other service providers.
- Maintain your professional skills and meet our operational procedures.
- Provide timely, quality reports to management.
- Maintain accurate, up-to-date data entry records in required databases.
- Ensure compliance with all Act for Kids policies and procedures.
- Strong commitment to child safety, including cultural safety, by prioritising the rights, safety and wellbeing of all children in alignment to national and state child safe principles and standards.
- Consistent awareness of child-safeguarding risks and applies established risk-management practices to identify, report and mitigate risks in accordance with organisational policies and legal requirements.
- Ensure compliance with Work Health and Safety legislation, organisational policies and procedures, take reasonable care for own health, safety and wellbeing and that of others, and report hazards, incidents, injuries as soon as practical.
- Actively participate in regular supervision and Individual Development Plan (IDP) process.
- Maintain confidentiality and privacy in all matters relating to team members, clients, and procedures.
- Fulfil other tasks that your manager/s may reasonably ask you to perform.
- Act as a client/customer focused, values based team member and work collaboratively with other team members to achieve strong results across all activities at Act for Kids.
- Ensure behaviour during all work interactions is aligned to our values of being *professional, ethical, team oriented, caring, courageous* and *collaborative*.

About you

Qualifications

- Certificate III or above in Early Childhood, Education Support, Community Services, or similar vocational qualification.

Skills and experience

- Strong understanding of the EYLF and play based learning in the early years.
- Strong understanding of inclusion in the early years.
- At least 2 years' experience supporting children to engage in early learning environments.
- Ability to be non-judgmental and respectfully coach families in learning practical skills.
- Cultural awareness and an understanding of how to work with families from different backgrounds, including Aboriginal and Torres Strait Islander people.
- Ability to develop an understanding of current child protection legislation and policy reforms.
- Ability to support and work cohesively as part of a team.
- Well-developed communication, problem solving and interpersonal skills.

Other requirements

- Eligibility for a positive Working with Children Check in the applicable state of employment in Australia or exemption based on professional qualifications and registration.
- Current driver's licence.
- Applicants must be eligible to legally work in Australia and proof of eligibility will be requested.

Other information

Applicants are encouraged to apply even if they do not meet every requirement of the role. When assessing applications, the panel will consider performance and achievements in the context of individual circumstances.

We recognise that career paths are not always linear and that personal circumstances, career interruptions or periods of leave may have influenced work history. This means we will focus on the quality and impact of achievements, alongside experience and qualifications (where required), when assessing suitability for the role.

Act for Kids warmly encourages applications from Aboriginal and/or Torres Strait Islander peoples.