

POSITION TITLE:	CALD Engagement Officer
POSITION NO:	4304
DIRECTORATE:	Community Life
DEPARTMENT:	Community Wellbeing
SECTION:	Early Years
CLASSIFICATION:	Band 6
LOCATION:	Council Offices and Facilities
DATE:	January 2025

ORGANISATIONAL RELATIONSHIPS

Reports to:	Team Leader Early Education Services
Supervises:	Casual staff, students, volunteers (as required)
Internal Liaisons:	Community Wellbeing staff and all other council employees
External Liaisons:	State Government Departments, Early Year's Service Providers, Children and Families, Allied Health Services, Community organisations, members of the public and residents.

ORGANISATIONAL VALUES:

Employees at Maribyrnong will be guided in their behaviour and conduct in the delivery of its services by Council's values of Respect, Courage and Integrity.

Respect	The promotion of inclusiveness, empathy, communication, good will.
Courage	The promotion of innovation, considered risk, creativity, problem solving, initiative, accountability, responsibility.
Integrity	The promotion of honesty, loyalty, ethical behaviour, trustworthiness.

PRIMARY OBJECTIVES OF POSITION:

The Culturally and Linguistically Diverse (CALD) Outreach Initiative is a partnership project between the Victorian State Government, Municipal Association of Victoria (MAV) and Local Government. The program supports the inclusion of children from CALD backgrounds in kindergarten and Pre-Prep programs through the CALD Engagement Officer position.

The Initiative ensures children and families from CALD backgrounds, including those experiencing vulnerability, get the benefits of early childhood education and associated student achievement and wellbeing outcomes. The Initiative contributes to ensuring that the Victorian Government's Best Start, Best Life (BSBL) reforms benefit all Victorian families.

The CALD Engagement Officer will support the participation of children and families from CALD backgrounds in kindergarten and Pre-Prep by assisting with registrations and the implementation of other initiatives aimed at maximising participation in services.

DUTIES AND RESPONSIBILITIES

- To deliver the CALD Outreach initiative in accordance with funding guidelines.
- To support the Team Leader in the development, leadership and operations of the Early Years and Partnerships team.
- Engage with and support families to increase kindergarten participation and enrolments for three-year old kindergarten and pre-prep programs for CALD children, including support with the enrolment process.
- Identify and respond to barriers to kindergarten participation by providing innovative community engagement, promotion, support and active outreach to families.
- Increase partnerships with kindergartens, local early childhood education and care services and primary schools, including, building and maintaining relationships with Early Childhood Educators and Teachers and staff in local primary schools.
- Maintain and build strong relationships with local refugee, asylum seeker and CALD community groups, organisations and service providers to support inclusion and successful transition to kindergarten and school.
- Undertake process mapping, research and stakeholder consultation to inform the development and evaluation of policies, procedures and other documents that streamline and improve outcomes for children and families.
- Develop, design and implement high quality, evidence based activities to support CALD children's attendance at kindergarten and pre prep programs, including the development of cultural safety across early childhood settings.
- Engage CALD families into other early childhood services in their local area, including playgroups, supported playgroups and Maternal and Child Health.
- Attend network meetings, Communities of practice and engage with other Local Government CALD Outreach Officers to collaborate and share ideas.

The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

Organisational Responsibilities:

- Comply with the requirements of applicable Child Safety legislation such as the Child Wellbeing and Safety Act 2005 (Vic), Crimes Act 1958 (Vic), Children, Youth and Families Act 2005 (Vic), and Working with Children Act 2005 (Vic). Comply with Council's Child Safe Standards and Reportable Conduct Policy and assist Council to achieve a prevention focused, proactive and participatory approach to achieving and maintaining Child Safety.
- Adhere to the Victorian *Occupational Health and Safety Act 2004*, Council's Occupational Health and Safety Policy and Council's Contractor Health and Safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.
- Consider and preserve one's own safety and the safety of those around while at work. This includes following health and safety guidelines and procedures, and using protective clothing or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.
- Familiarise themselves with, and adhere to, Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.
- Practice and promote Council's Equal Opportunity and Respect at the Workplace principles and policies by treating fellow employees and our customers fairly and equitably and without discrimination, harassment or bullying.
- Promote a positive image of Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Provide advice and information to internal and external stakeholders within Council guidelines and delegated authority. Accountable for the accuracy and quality of the information and advice provided. This includes undertaking and providing all relevant reporting requirements as outlined by the Department of Education.
- Provide support and formal input into policy development within area of expertise as required.
- Maintain and improve standards of work specific to the role and responsibilities.
- Act within clear objectives, budgets and refer to manager for any decisions on matters that could impact Council's policy, projects and budget.

JUDGEMENT AND DECISION MAKING

- Exercise judgement and autonomy to make decisions based on previously acquired experience and knowledge as well as knowledge of department, organisational goals and objectives.
- The nature of the work is usually specialised with methods, procedures and processes developed through theory or precedent.
- Ability to improve or develop methods, procedures and processes relevant to the role as required and applying them to problem resolutions.
- Guidance and advice from supervisor and other Council employees would usually be available.
- Exercise discretion and confidentiality whilst performing assigned duties.
- The officer is required to problem solve issues arising from day to day operations and training. Some problems may be occasionally complex. In such situations, the officer is able to consult and work with other team members to research and provide analysis on possible solutions to create new procedures.

SPECIALIST SKILLS AND KNOWLEDGE

- Ability to use technology and systems relevant to the role.
- Proficiency in the application of theories, policies, procedures, processes and precedents relevant to the role. This includes a good understanding of Government Guidelines, Standards and Frameworks for Early Years' Services and the Department of Education (DE) funded CALD Outreach Initiative.
- Understanding of the role and function of the team and how they impact the goals of the wider organisation.
- Understanding of relevant State and Federal legislation, Acts and regulations relevant to the role.
- Basic knowledge and understanding of budgeting techniques, and good understanding of the reporting, financial management and acquittal processes required for funded programs.

MANAGEMENT SKILLS

- Manage time, set priorities, plan and organise own work and when required, the work of any direct reports where applicable, to achieve team objectives within a set timeframe.
- Ability to implement and embody Council personnel practices including Equal Employment Opportunity and Occupations Health and Safety, particularly when supervising employees.
- Ability to support, motivate, provide on the job training and guidance to more junior employees.
- Ability to contribute to team meetings and to team outcomes.
- Understanding and effective dissemination to direct reports of the long term goals of the team and their alignment with Council's objectives.

INTERPERSONAL SKILLS

- Ability to gain trust, cooperation and assistance from internal and external stakeholders when required.

- Ability to liaise with external counterparts and members of other units within the organisation to resolve intra-organisational problems.
- Strong written and verbal communication skills and ability to effectively manage complex conversations. This includes the ability to build positive relationships with people from a range of varied and diverse communities and utilising and engaging with interpreters as required.
- Ability to establish rapport and to contribute to a pro-active and collaborative work culture.
- Ability to demonstrate initiative and flexibility within the working environment and to contribute to team based service delivery.
- Ability to maintain a high level of discretion and confidentiality.

QUALIFICATIONS AND EXPERIENCE

Mandatory:

- A relevant tertiary qualification in children's services, community development or related human / social sciences with some relevant experience, or lesser formal qualifications with substantial relevant experience.
- Demonstrated experience in working with children and families from a range of diverse backgrounds.
- Demonstrated experience working collaboratively to gain cooperation with a diverse range of audiences, diverse communities and colleagues.
- Demonstrated ability to use initiative and innovation to support continuous improvement approaches and positively influence practice change.
- Demonstrated experience in working with culturally diverse communities and families who may be experiencing disadvantage.
- Current Working with Children Check.
- No relevant criminal record found in a Police Check.
- Current Victorian Drivers licence.

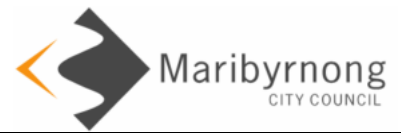
Desirable:

- Fluency in a language other than English.
- Demonstrated experience, knowledge and understanding in supporting the planning and evaluating of inclusive early childhood programs.
- Experience working in kindergarten/childcare centres.
- Ability to utilise data management skills to support service planning processes.
- Strong organisational and administrative skills with demonstrated experience in office administration.

KEY SELECTION CRITERIA

- A relevant tertiary qualification in children's services, community development or related human / social sciences with some relevant experience, or lesser formal qualifications with substantial relevant experience.
 - Demonstrated experience in working with culturally diverse communities and families who may be experiencing disadvantage.
 - Demonstrated experience in undertaking process mapping, research and stakeholder consultation to inform the development and evaluation of policies, procedures and other documents that streamline and improve outcomes for children and families.
 - Strong written and verbal communication skills and ability to effectively manage complex conversations. This includes the ability to build positive relationships with people from a range of varied and diverse communities and utilising and engaging with interpreters as required.
 - Ability to establish rapport and to contribute to a pro-active and collaborative work culture.
 - Current Working with Children Check and no relevant criminal record found in a police check.
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Position Description



CONDITIONS OF EMPLOYMENT: In addition to the terms and conditions of Council’s Enterprise Agreement and the requirements listed in this Position Description, there are policies and procedures that apply to your employment and require your diligent compliance. These policies and procedures are formulated by Council for the efficient and fair administration of employment and other business matters and can be amended from time to time. However, such policies and procedures are not deemed to be incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on Council.

The following signatures are required to indicate understanding, agreement and approval of the position description.

Employee:

Date:

Manager/
Coordinator:.....

Date: