

# Position Description



<b>Title</b>	Bush Link Worker
<b>Business Unit</b>	Early Learning
<b>Location</b>	As per Employment Agreement
<b>Employment type</b>	As per Employment Agreement
<b>Reports to</b>	Early Learning Coordinator

## 1. About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, bisexual, trans, gender diverse, intersex and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

## 2. Position purpose

The role of the Bush Link Worker is to provide a mobile toy library to families living in rural, remote, and geographically and / or socially isolated areas. The Bush Link program aims to improve access to appropriate quality children's and family services to facilitate better support and access for families living in isolated areas.

The Bush Link worker will provide services in a way that promotes human dignity and creates conditions of social justice and equity.

## 3. Scope

**Budget:**

***nil***

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## Position description

Early Years Administration Worker



### People:

*nil*

## 4. Relationships

### Internal:

- Early Learning Coordinators
- Early Learning Area Manager
- Other Uniting employees as required

### External

- Families and Children
- Commonwealth and State Government as required through direction of management
- Other service providers as required

## 5. Key responsibility areas

### Service delivery

- Operate a mobile toy library service to families that offer learning resources relate to play, physical activities and toy and resource lending
- Cooperate with other children's health and welfare service to allow the development of a comprehensive, flexible and integrated approach to the needs of the community
- Foster links between childcare and other services withing the community to facilitate better support and access for families
- Other duties as directed

### Quality and Risk

- Supporting administrative functions for the program as required
- Ensure all administrative and reporting requirements of the program(s) are completed and submitted to the relevant organizations within the appropriate timeframes
- Maintain current and accurate case notes, records and statistical information
- Participate in quality accreditation process

### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).

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## Position description

### Early Years Administration Worker



- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

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## 6. Person specification

### Qualifications

- Qualifications in Early Childhood Education and Care or Community Services preferred. Or demonstrated experience working with children and families
- Satisfactory Police Check and Victorian Working with Children's Check
- First Aid Certificate

### Experience

- Demonstrated experience in the ability to relate positively to a large range of people from diverse backgrounds
- Knowledge of childhood development
- To be able to work independently and prioritize work
- Ability to maintain accurate records
- Developed understanding of Occupational Health and Safety Risks relevant to a remote service
- Knowledge of lending and cataloging systems

### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- **Interpersonal Skills:** demonstrated ability to participate in a multi-skilling learning environment and self-managing team
- **Solution Focused:** demonstrated ability to develop creative solutions to issues that arise within the community or workplace

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## 7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

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## 8. Acknowledgement

**I have read, understood and accepted the above Position Description**

**Employee**

**Manager**

Name:

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Signature:

Date: