

Position Description



Title	Early Childhood Development Coordinator
Business Unit	Children, Youth and Families
Location	126 Raymond Street Sale
Employment type	Part-time (0.6 FTE), Maternity Leave Position
Reports to	Manager Children, Youth and Families (Team 5)

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 intent of the ECD program is to improve systemic and operational responses for vulnerable children and families in recognition of their particular needs and experiences and the subsequent barriers/challenges they may face in accessing and engaging with their local universal and secondary early years' services. This is to be achieved through focussing on two key objectives:

- *Systemic improvement for vulnerable children (0-5 years) through developing and enhancing partnerships between Child FIRST/Family Services and universal and secondary early years' services.*
- *Service enhancements for vulnerable children (0-5 years) through developing and facilitating targeted capacity building activities to enhance family services and early years' practitioner*

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skills in assessing, planning and responding to vulnerable early childhood developmental needs.

3. Scope

Budget:

- nil

People:

- nil
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4. Relationships

Internal:

- Program Management and Staff
- Volunteers

External

- Clients
 - External alliance partners and funding bodies
 - Members of the public
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5. Key responsibility areas

Service Delivery

- In collaboration, undertaking scoping to identify and prioritise local barriers and challenges for vulnerable families and children in accessing, and engaging with, early years' services.
- In collaboration, developing strategic responses to address the identified barriers and challenges for vulnerable children and families in accessing, engaging and remaining engaged with early years' services.
- Providing targeted professional education sessions to early years' services on the specific needs and experiences of vulnerable children and families, and subsequent challenges faced by them in accessing, engaging and remaining involved with early years' services. (this may be facilitated jointly with early years' staff).
- Advocating for, and supporting the development of, strategies between early years' services and family services in supporting the initial and ongoing engagement and participation in early years services by these families.
- In collaboration, strengthening referral pathways for early years' services in accessing Child FIRST/family services and child protection where appropriate.
- Developing local agreements/protocols between universal and secondary early years' service providers and Child FIRST / family services.
- Providing targeted professional education sessions to Child FIRST/family services staff on assessing and planning appropriate local service responses to address early childhood developmental needs. (this may be facilitated jointly with early years' staff).

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- Provision of specific case consultancy on early childhood development for Child FIRST/family services practitioners working with vulnerable children (0-5 years) and families.
- Provision of consultation to Child FIRST / family services practitioners to enhance and strengthen the development of Child and Family Action Plans to ensure appropriate responses to the developmental needs of vulnerable children are assessed and planned, including appropriate access to universal services is identified and enabled.
- Supporting Child FIRST/family services case managers to provide individualised, case specific advice to early years' services in supporting the continued engagement of vulnerable children and families.
- Providing targeted capacity building activities to child protection practitioners (for example, information sessions on emerging early years initiatives) subject to local agreements and as reflected in the project plan.
- Other activities as identified through the local *ECD program plans*.
- Ensure all administrative and reporting requirements of the program are completed and submitted to the relevant organisations within the appropriate timeframe
- Other duties as required or directed

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).
- 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.

6. Person specification

Qualifications

- Tertiary Qualifications in Early Childhood Development, Infant Mental Health, Social Worker, Psychology or related field

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Experience

- High level understanding of early childhood development and factors that can impede a child's development.
- Demonstrated ability to develop and maintain strong collaborative relationships and partnerships with key stakeholders, including child and family services alliances, Local Government, kindergartens, childcare centres, early parenting centres, Best Start partnerships etc.
- Ability to undertake program development and implementation; diagnose trends, strengths and obstacles in a complex service environment, understanding the linkages between primary, secondary and tertiary service systems for vulnerable children.
- Detailed knowledge, or ability to gain knowledge, of local early years' service responses and interventions that can positively impact on a child's development, and those that can assist in promoting change in behaviour to increase parenting capacity.
- Ability to provide sound advice and recommendations on:
 - Strategies for early years' services in engaging vulnerable children and families.
 - Interventions required by family services in addressing early childhood developmental needs, and consultation for the purposes of assessment and decision making in the best interests of the child/ren.
- Ability to understand relevant risk and needs assessment frameworks and appropriate application of these.
- Knowledge, or ability to gain knowledge, of relevant provisions within the *Children, Youth and Families Act 2005*.

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values respect the uniqueness and value of every individual; establish and maintain right relationships that enable people to be influential in their own support arrangement and ensure they are treated with dignity and respect; build on strengths and abilities of all; demonstrate transparency and accountability
- **Knowledge:** ability to demonstrate an understanding of key legislation, policy, and reforms relevant to Early Childhood and the Children, Youth and Families sector
- **Professionalism:** a willingness to self-reflect and engage in reflective practice and present with professionalism and confidence with the ability to set appropriate professional boundaries.
- **Consumer Centeredness** – foster, promote and implement a culture that keeps consumers at the centre of everything we do; demonstrates an awareness of and prioritises the needs of consumers; focuses on optimal outcomes for consumers
- **Teamwork:** cooperates and works well with others in pursuit of team goals; collaborates and shares information; shows consideration, concern and respect for others feelings and ideas; accommodates and works well with the different working styles of others; encourages resolution of conflict within the group; willingness to be proactive and help others; contributes to the continuous improvement of a positive, collaborative and effective work environment
- **Administrative skills:** Excellent organisational skills; High level of attention to detail and accuracy; experience in handling sensitive information and maintaining privacy; knowledge of Client Management Systems / Databases or the ability to quickly develop competency in use of such systems; high level computer literacy skills including demonstrated experience in Microsoft Office; well-developed literacy and numeracy skills
- **Communication:** Strong and clear communication skills with the ability to build positive professional relationships with key internal and external stakeholders; excellent interpersonal skills

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7. We are a child safe organisation

Uniting is a child safe organization 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.

8. Acknowledgement

I have read, understood and accepted the above Position Description

	Employee	Manager
Name:	<input type="text"/>	<input type="text"/>
Signature:	<input type="text"/>	<input type="text"/>
Date:	<input type="text"/>	<input type="text"/>