

Position Description



Title	Early Years Administration Worker
Business Unit	Early Learning
Location	As per Employment Agreement
Employment type	As per Employment Agreement
Reports to	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 Early Years Administration Worker is to provide administrative support to all Children's Services programs as required, by performing a wide range of administrative and support tasks.

3. Scope

Budget:
nil

People:
nil

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4. Relationships

Internal:

- Early Learning Coordinators
- Early Learning Area Manager
- Family Day Care Educators
- Early Learning Teachers and Educators
- Finance, ICT and P&C team(s) as required
- Other Uniting employees as required

External

- Department of Education and Training
 - Families
 - Commonwealth and State Government as required through direction of management
 - Other service providers as required
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5. Key responsibility areas

Service delivery

- Data entry into relevant program database including but not limited to processing educator timesheets
- Assisting Early Learning Coordinator with specific program tasks as identified
- Supporting the enrolment process into Early Learning Services in consultation with Early Learning Coordinators
- Support the transition of program changes in line with Government and organizational initiatives
- Work cooperatively with team members to achieve program goals and objectives
- Assist in providing timely information flow and support to educators, parents and the Department of Education and Training and Department of Education, Skills and Employment & Department of Health and Human Services (DET/ DESE / DHHS)
- Attendance at program meetings as required
- Assist in providing relevant information and support with Uniting process and procedures
- Assist in the general administration of the organization such as working the switchboard at peak times
- Respect the diverse needs of all community groups and individuals to ensure that their needs are met in an inclusive and sensitive manner
- Record management of all Early Learning Services
- Travel to Early Learning Services to undertake tasks associated to the role at the direction of the Early Learning Coordinator
- Responding to requests to support the functions of Finance, ICT and P&C where required
- Other duties as directed

Finance Quality and Risk

- Supporting administrative functions including but not limited to the acquittal of Government funding, administration associated with grants and funding, tracking of expenditure, processing of invoicing, supporting the recovery of bad debt
- Ensure all administrative and reporting requirements of the program(s) are completed and submitted to the relevant organizations within the appropriate timeframes

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- Provide best practice and administrative support our clients both internal and external
- 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).
- 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

- Qualifications in Administration or related field preferred
- Satisfactory Police Check and Victorian Working with Children’s Check

Experience

- Demonstrated experience in an administrative role
- Knowledge of Early Years programs and practices
- To be able to work independently and prioritise work
- Ability to maintain accurate records
- Developed understanding of the National Quality Framework and Regulations

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
- **Communication Skills:** demonstrated ability to relate positively to a large range of people from diverse backgrounds
- **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.

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"/>