

Position Description

Title	Inclusion Support Assistant
Business Unit	Early Learning
Location	9 Roberts Ave, Horsham
Employment type	Part-time (32 hrs. per fortnight) Maximum term position until 31 Dec 2021
Reports to	Centre Director

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 work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, 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

1. Position purpose

The primary objective of the Inclusion Support Assistant is to work as a member of a co-operative team to provide quality education and care whilst ensuring that the policies, procedures, values and philosophies of Uniting and the Funding Authorities are observed and implemented.

2. Scope

Budget: Nil

People: Nil

3. Relationships

Internal

- Uniting employees and volunteers
- Parent Advisory Committee (where applicable)

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External

- Children and Families
 - Local community
 - Other community service organisations as required
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4. Key responsibility areas

Service delivery

- Provide a safe and hygienic environment consistently for everyone within the service
- Assist with the implementation of the daily routine, completing tasks and activities with minimal direction
- Assist in the preparation, general cleanliness and cleaning up and packing away of activities and learning environments
- Attend to the social, emotional, physical, educational and spiritual needs of children, on an individual and group basis
- Develop strong collaborative relationships with children
- Foster learning through play
- Supported to undertake observations of children in collaboration with the Lead Teacher/Educator.
- Assist in the evaluation of programs in collaboration with the Lead Teacher / Educator
- Demonstrate a sound work ethic based upon the Code of Conduct and Code of Ethics (Early Childhood Australia)

Quality and risk

- Maintain a high level of professionalism especially with regards to confidentiality and privacy.
- Protect children and their rights through mandatory reporting.
- Comply with all relevant Uniting Policies and Procedures (including our Child Safe Environments Policy), as well as State and National Law and Regulations and the National Quality Standards

Professional Engagement

- Support the development of collaborative partnerships with families, encouraging them to participate in the program where appropriate
- Work positively and appropriately with all staff, parents, volunteers, students and sector colleagues as required
- Develop an awareness of community and external partnerships
- Contribute to the Quality Improvement Planning 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

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- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
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5. Person specification

Qualifications

- A Working with Children Check

Experience

- Prior experience with children, preferably birth to 5 years age group

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
 - Ability to demonstrate and authentically promote Uniting's values
 - Excellent communication skills and family focused
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6. 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 relevant Working with Children Check (and NDIS Worker Screening Check where relevant) to your State 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.

7. Acknowledgement

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

Employee

Name:

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Signature:

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Date:

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