

Position Description

Title:	Wayipungitj (<i>formerly Koori Preschool Assistant</i>)
Business unit:	Early Learning
Location:	As per employment agreement
Employment type:	As per employment agreement
Reports to:	Early Learning Program Manager

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

'Bupup balak wayipungang' means 'Helping/supporting the young kids.' 'Wayipungitj' means 'supporters.'

Wayipungitj engage with kindergarten educators and service management to build their capacity to ensure their service is culturally inclusive and the local Aboriginal community is engaged. Wayipungitj engage with families in a number of different ways to ensure they are connected to their kindergarten service and their children are enrolled in kindergarten. This is achieved through four program objectives:

Participation

Support the participation of Koorie children in funded kindergarten programs by working collaboratively with the kindergarten sector, related services, and Aboriginal families / local communities.

Practice

Enable culturally inclusive and welcoming kindergarten programs for Koorie families and children.

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Community

Advocate for Koorie families to improve / increase their engagement with their children's kindergarten service and support kindergarten services to actively involve the local community in providing input to the kindergarten program.

Family

Provide information to Koorie families that enhances their participation in other key early childhood services and supports their children's transition to school.

2. Scope

Budget:

Nil

People:

Nil

3. Relationships

Internal

- Nominated Supervisors / Educational Leaders
- Early Childhood Teachers / Educators
- Early Learning Management team.

External

- Children
- Families and caregivers
- Other early childhood professionals
- DET (Early Childhood Performance and Planning Advisors & Early Childhood Quality Participation and Access Manager)
- Koorie Education Workforce
- Victorian Aboriginal Education Associated Limited
- Best Start Partnerships
- Preschool Field Officers / Access to Early Learning Practitioners
- Other community service organisations as required.

4. Key responsibility areas

Service delivery:

- Work within the priorities and activities set out in the program plan.
- Work in collaboration with kindergarten services and other key stakeholders to support and grow the participation of Koorie children in culturally safe kindergartens.
- Support kindergarten educators and service management by building their capacity to ensure their service is culturally inclusive, e.g. working with educators in the inclusion of cultural perspectives in the curriculum.
- Advocate for Koorie families to improve/increase their engagement with their children's kindergarten service and support kindergarten services to actively involve the local community in providing input to the kindergarten program.
- Work with families in different ways to ensure they are engaged with their kindergarten service and their children are enrolled in kindergarten, including providing information to

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Koorie families that enhances their participation in other key early childhood services and supports their children's transition to school.

- Take a proactive approach to identifying professional development needs and undertaking opportunities for learning and skill development.
- Remain current with emerging theories and practice relevant to early childhood development.
- Apply the practice principals of frameworks such as the VEYLDF.
- Work across the LGA locations and kindergarten service types as specified by the funding agreement.
- Show care, respect and commitment to confidentiality in all interactions with children, staff and families.

Administration:

- Meet all reporting requirements within the specific timelines.
- Provide accurate information using template and record keeping systems appropriate to the task.
- Analyse and interpret data, evidence and local knowledge to identify priorities and strategies for the Plan.
- Support the Program Manager to develop the plan, reviews of the plan and associated acquittal documentation.

Working with community and families:

- Share / disseminate information effectively with community and parents.
- Work effectively with others in culturally respectful ways.
- Support family transition planning and assist families as needed.

People and teams

- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships.
- Undertake cultural supervision.
- Actively engage in reflective practice.
- Promote and maintain a positive, respectful and enthusiastic work environment.
- Work in partnership with key stakeholders and Koorie Education workforce.
- Work in collaboration and partnership with other professionals, build and manage a diverse range of networks.
- Form positive working relationships with early childhood professionals.

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.

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- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
 - Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
 - based on a relationship with a current member of Uniting's workforce
 - based on my ongoing work with another organisation.
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5. Person specification

Qualifications

- Qualifications (Certificate III or Diploma) in early childhood development / education, community services or childhood intervention (desired but not mandatory).
- Experience in family or children's services and / or kindergarten sector highly regarded.

Experience

- Demonstrated understanding of the Aboriginal communities in which Uniting works and knowledge of relevant organisations in the community.
- Involvement with Aboriginal community that demonstrate credibility and acceptance.
- Ability to engage with parents, families and related local services.
- Experience in early childhood care and education settings.

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.
 - **Child safety:** demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
 - **Communication:** strong and clear communication skills with the ability to build positive professional relationships with families, educators and other professionals; excellent interpersonal skills; high level written and verbal communication skills.
 - **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.
 - **Quality assurance:** ability to support the development and implementation of a developmentally appropriate educational program for children; committed to continuing individual learning and development and improvement of inter-professional practice; ability to operate in an inclusive and supportive learning environment.
 - **Problem solving:** demonstrates creativity and innovation; can be flexible and resilient and quickly adapt to the work environment; be aware of, and work with, the different strengths of each child; have developed skills in engaging children and families in a number of ways.
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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:

Signature:

Date: