



# Position Description

<b>Position Title</b>	<b>Inclusive Practice Coordinator</b>
<b>Position Number</b>	3126
<b>Division</b>	Community Strengthening
<b>Department</b>	Family, Youth and Children's Services
<b>Team</b>	Family & Children's Centres
<b>Position Status</b>	Full Time
<b>Classification</b>	Band 6
<b>Position Reports to</b>	Team Leader Family and Children's Centres
<b>Position Supervises</b>	No direct reports but will provide on the job training, mentoring and support to Early Years Educators (cert 3 and Diploma)
<b>Date Reviewed</b>	September 2024

## Position Objective

Improve the capacity of staff to include and work successfully with children who display challenging behaviours and vulnerable children and their families. While the position works across the Department, there is a particular focus on the Family & Children's Centres, Outside School Hours Programs, and Supported Playgroups.

## Key Responsibilities

- **Provide secondary consultation & support**
  - Provide support and expert advice to staff, particularly educators and playgroup facilitators, in relation to interventions and strategies for children with challenging behaviours, additional needs and vulnerable children and families.
- **Development of intervention plans**
  - Work alongside staff to develop, document and support interventions such as behaviour support plans and Early Childhood Intervention Plans.
  - Facilitate changes in educational, health, wellbeing and development programs delivered by council service providers.
  - When required gaining additional support and or external providers/ other programs in consultation with staff.
  - Monitor and evaluate the success of interventions, recommend and implement improvements as required
- **Facilitate linkages with internal and external service providers**
  - Facilitate linkages with other Council services including, but not limited to, Enhanced Maternal & Child Health, Family Support, Supported Playgroups, Family & Children's Centres, and Outside School Hours Programs.
  - Identify barriers and gaps in communication / collaboration and develop strategies to address these.
  - Facilitate linkages with external service providers, broker the provision of services to support the needs of individual children and families.

- **Build staff capacity**
  - Develop individualised strategies to address children with additional needs and challenging behaviours;
  - Provide Individual staff with mentoring, training, resources to improve their capacity for inclusion of children with challenging behaviours, additional needs and vulnerability.
  - Provide training and intervention at team level to support small teams or whole service level improvement.
  - Facilitate linkages with internal and external service providers to build the capacity of staff in this area;
- **Facilitate children and families' transition to other services**
  - Assist with linking children and families experiencing significant developmental issues and / or vulnerability to other services
- **Team Responsibilities**
  - Work effectively with other team members across all staff across Family, Youth and Children's Services.
  - Contribute to a positive team culture.
  - Work with Leaders across the Department to identify service gaps and strategies to improve these.

## Position Requirements

### 1. Accountability and Extent of Authority

The incumbent is financially responsible and accountable for:

- Nil

The incumbent has delegated authority for:

- Nil

The incumbent is responsible and accountable for:

- This position is responsible for increasing capacity and driving best practise within the Family, Youth and Children's Services Department to support vulnerable children and families
- Providing advice and guidance to staff and management subject to Council policy, guidelines and procedures.
- Provide input into the development of policies.
- Freedom to act is usually subject to regulations and policies and regular supervision.
- The effect of decisions and actions taken on individual clients may be significant, but these are usually subject to appeal or review by more senior employees.

### 2. Judgment and Decision Making

- Work is usually specialised with methods, procedures and processes developed from theory or precedent.
- The role will involve improving and developing methods and techniques based on previous experience.
- Problem solving may involve the application of these techniques to new situations. Guidance and advice are usually available.

### 3. Specialist Knowledge and Skills

- Ability to engage vulnerable children, young people and their families utilising a trauma informed framework;
- Comprehensive understanding of early childhood legislation, frameworks, practices, and standards
- Detailed knowledge of and ability to apply theories, models, and intervention approaches for working with developmentally and socially vulnerable children and families.

#### 4. Management Skills

- Managing time, setting priorities, planning and organising one’s own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- Ability to exercise initiative, solve problems, and work relatively independently under broad direction.

#### 5. Interpersonal Skills

- High-level communication, problem solving and coaching skills.
- Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities.
- Persistence and dedication to influence and build the capacity of clients, staff, and / or management.
- High levels of integrity, commitment and judgement, including the ability to deal with complex and conflicting issues with sensitivity

#### 6. Qualifications and Experience

- Tertiary qualifications in child development or a related field.
- Post-graduate qualifications in a related field such as special education is desirable.
- Extensive knowledge of, experience in, and ability to apply, theories, models, intervention approaches for working with socially and developmentally vulnerable children and families.

### Shared Organisational Responsibilities

Kingston City Council (Council) has the following expectations of all employees:

<p><b>Values and Behaviours</b></p>	<p>The City of Kingston has four organisational values which guide behaviours and decision-making. It is through this framework, that high quality services are delivered to employees and the community. Employees have an important role to play in upholding Kingston’s ethics and values, including the Code of Conduct. Kingston’s Values are:</p> <ul style="list-style-type: none"> <li>• We make a difference</li> <li>• We show care and respect</li> <li>• We take pride in our work</li> <li>• We are better together</li> </ul>
<p><b>Safe Workplace Actions</b></p>	<p>The responsibilities of this position are completed in line with organisational Occupational Health and Safety (OH&amp;S) policies and procedures. The incumbent will display and promote safe actions in the workplace at all times.</p>
<p><b>Policies and Procedures</b></p>	<p>The responsibilities of this position are completed in line with all council policies related to the position.</p>
<p><b>Legislative Framework</b></p>	<p>The responsibilities of this position are completed in line with the relevant legislative framework of the position’s department.</p>
<p><b>Equal Opportunity &amp; Child Safe Standards</b></p>	<p>The City of Kingston are an equal opportunity and child safe employer.</p> <p>The City of Kingston values the diversity of lived experience, abilities, backgrounds, and identities and is committed to creating a workplace where all employees feel safe, supported, and connected to perform at their best. Kingston Council values diversity of lived experience and the positive impact</p>

	this can have on outcomes for the Kingston community and activity supports employees from all backgrounds, identities, and experiences such as Aboriginal and/or Torres Strait Islander peoples, Women, those identifies as part of LGBTIQ+ communities, culturally and linguistically diverse persons and persons with a disability.
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**Prerequisites**

- Undertake and maintain a current National Criminal Records Check
- Valid Right to Work in Australia
- Pre-employment Medical Assessment
- Hold and maintain a Working with Children Check
- Driver’s License valid in Victoria
- Reliable comprehensively insured motor vehicle

**International Police Checks**

Any applicant who has resided in an overseas country for 12 months or more in the last ten years will be required to provide a police check from the country they resided in. Some countries will not release information regarding an individual for personal or third party purposes. Where police records checks cannot be made, the applicant will be required to provide contact details for at least two individuals who personally knew them while they were residing in the other country, to enable Kingston City Council to conduct referee checks. This additional requirement primarily applies to positions in Council’s Aged & Disability Services, Health & Local Laws and Social & Community Services.

**Inherent Requirements**

**Category A** – This role has been assessed as a high risk and / or manual handling role. Please refer to the attached Job Task Analysis (JTA) and Physical Health Assessment (PHA) for further information about the inherent requirements of the role.

**Council will make reasonable adjustments to support people in their work environment wherever reasonably practicable.**

**Applicants should declare any requirements via the Health Declaration form**

**Variation to conditions of employment**

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.