

Position Description

Title	Access To Early Learning Coordinator
Business unit	Children, Youth and Families
Location	51 Princes Highway Dandenong, and other locations as required
Employment type	Full time Maximum term to 26 April 2025 (Parental Leave Cover)
Reports to	Team Leader Early Years

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

Access to Early Learning is an early intervention and prevention program designed to support the sustained participation of vulnerable three-year-old children in high quality early childhood education. The program also works to strengthen home learning environments and build the capacity of the service system to support vulnerable families. This program is funded by the Department of Education and Training.

The Access to Early Learning Coordinator will be responsible for coordinating the program as well as direct working with families to support early learning opportunities within the family home and early childhood education and care services to provide in situ mentoring.

2. Scope

Budget: nil

People: nil

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3. Relationships

Internal

- Team Leader Early Years
- Manager, Therapeutic Services
- Group Manager, South and Youth Residential
- Newpin staff
- Other Uniting staff

External

- Department of Education and Training
 - Early Childhood Education and Care Services
 - Maternal and Child Health
 - Local Councils
 - Community partnerships
 - Aboriginal Controlled Organisations
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4. Key responsibility areas

Service delivery

- Comply with the Access to Early Learning Guidelines developed by DET
- Promote the systemic identification and prioritisation of access of vulnerable children and families
- Provide in-home learning experiences for children and families to enhance child development and address family barriers to accessing kindergarten
- Monitor the engagement, participation, and attendance of children at the early childhood education and care services on an ongoing basis
- Organise for developmental screening of children by Maternal and Child Health Nurses using the Brigance screening tool as required by DET
- Collaborate with educators to support family engagement through mentoring and identify professional development opportunities for educators to build educators' capacity
- Engage with key stakeholders and local partnership in relation to strategies that improve and promote systemic change that supports access for vulnerable children and families in early childhood services
- Promote understanding of local service system and collaboration between services
- Provide secondary consultation to internal and external service providers and/or stakeholders as required
- Other key tasks may be assigned from time to time to meet the needs of the organisation

Administration

- Maintain accurate and timely case notes
- Complete data collection and reporting as required

Quality and risk

- Participate in staff team meetings
- Comply with relevant Occupational Health and Safety standards
- Comply with Uniting policies and procedures and ensure Child Safety at all times
- Raise and report any concerns about Child Safety immediately
- Report areas of serious risk to next level supervisor and work together to mitigate those risks
- Attend and participate in relevant community forums and working parties in order to promote the best interests of the AEL Program

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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
- 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

5. Performance indicators

- Child and family focused
- Child development knowledge
- Stakeholder engagement
- Ability to work autonomously

6. Person specification

Qualifications

- A degree in Social Work, Early Childhood, Psychology, or a related tertiary qualification relevant to child and family welfare

Experience

- Demonstrated ability as a practitioner in early childhood and family work
- A commitment to the family-centred approach and the family strengthening and empowerment models of practice.
- An understanding of the "Best Interest": framework and the CYFA 2005 is desirable.
- Understanding of trauma informed practice
- Computer literacy

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- **Child safety:** Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect

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- **Technical competencies:**
 - Demonstrated strong consultative leadership skills
 - Demonstrated capacity to plan, develop and implement projects/initiatives
 - Demonstrated skills and substantial experience in coordinated delivery of educational or support services to vulnerable families
 - Demonstrated capacity to identify and respond to issues facing vulnerable families
 - Excellent planning and organisational skills
 - High level of oral and written communication skills, including report writing
 - Demonstrated capacity to develop and implement a program across a diverse region
 - Proficiency in the use of information technology
- **Personal attributes:**
 - Self-confident, focused and clear about purpose and able to set appropriate personal boundaries
 - Professional and confident in dealings with others
 - Strong sense of ethics, morals and respect for others
 - Strong interest in people
 - Achievement, results and outcome oriented
 - Open honest and flexible approach to communication
 - Able to actively listen and suspend judgement
 - Self-motivated, able to understand requirements quickly and work autonomously
 - Demonstrates team behaviours striving for co-operative and professional relationships
 - Ability to admit mistakes, as an opportunity for reflection, learning and development
 - Demonstrates high levels of self-awareness including interpersonal strengths and areas for development

Other requirements

- Legal eligibility to work in Australia
- Current driver's licence valid in Victoria
- A satisfactory national police records check is a condition of this position and is repeated every three years and International police check if required
- Current Working With Children Check (Victoria)
- Compliance and understanding/familiarity with organisational policies, procedures relevant legislation (Quality management system, Equal Opportunity, Health and Safety)

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 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.