

Position Description

Title	Bush Link Worker
Business unit	Home and Community Care Program For Younger People
Location	Morwell or Warragul
Employment type	Part time (45.6 hours per fortnight) Maximum term until 30 June 2023
Reports to	Team Leader, Home and Community Care Program For Younger People

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 role of the Bush Link Worker is to provide a mobile service to families living in rural, remote, and geographically and / or socially isolated areas, to provide care and early learning sessions and support. This may include vacation care, playgroups, on-farm care, parenting support, toy libraries and parent resource libraries.

The Bush Link program aims to improve access to appropriate quality children's and family services to facilitate better support and access for families living in area or situations that make access difficult. The Bush Link worker will provide services in a way that promotes human dignity and creates conditions of social justice and equity.

The role of the Bush Link worker is to strengthen relationships, support families, improve children's wellbeing and increase the participation in community life to strengthen family and community functioning. The Bush Link Program will provide a range of services, focussed on strengthening relationships and building parenting and financial management skills, providing support for better community connections as well as services to help newly arrived migrants with their transition to life in Australia.

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2. Scope

Budget: nil

People: nil

3. Relationships

Internal

- Early Learning Coordinators
- Home and Community Care Team
- Other Uniting employees as required

External

- Early Learning Coordinators
 - Home and Community Care Team
 - Other Uniting employees as required
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4. Key responsibility areas

Service delivery

- Operate a mobile service to families that offer learning resources related to play, physical activities and toy and resource lending
- Cooperate with other children's health and welfare service to allow the development of a comprehensive, flexible and integrated approach to the needs of the community
- Foster links between childcare and other services within the community to facilitate better support and access for families
- Other duties as directed

Quality and risk

- Supporting administrative functions for the program as required
- Ensure all administrative and reporting requirements of the program(s) are completed and submitted to the relevant organisations within the appropriate timeframes
- 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

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- 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
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5. Person specification

Qualifications

- Qualifications in Early Childhood Education and Care or Community Services preferred, or demonstrated experience working with children and families
- First Aid Certificate

Experience

- Demonstrated experience in the ability to relate positively to a large range of people from diverse backgrounds
- Knowledge of childhood development
- To be able to work independently and prioritise work
- Ability to maintain accurate records
- Developed understanding of Occupational Health and Safety Risks relevant to a remote service
- Knowledge of lending and cataloging systems

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
 - Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect
 - **Interpersonal skills:** demonstrated ability to participate in a multi-skilling learning environment and self-managing team
 - **Solution focused:** demonstrated ability to develop creative solutions to issues that arise within the community or workplace
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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. It is a condition of employment that all eligible workforce receive the COVID-19 vaccination and supporting evidence may be requested in order to perform duties at any of Uniting's workplaces.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.
