

ACCESS TO EARLY LEARNING FACILITATOR POSITION DESCRIPTION

NORTHERN CENTRAL REGION

At Anglicare Victoria our focus is on transforming the futures of children, young people, families and adults. Our work is based on three guiding pillars: Prevent, Protect and Empower.

We strive to create an environment where employees feel valued and rewarded.

By living the Anglicare Victoria values and actively fostering fairness, equality, diversity and inclusion, our people make Anglicare Victoria a truly great place to work.

So come and join us at Anglicare Victoria where there is a rewarding career ready for you in a dedicated, professional team where respecting each other; leading with purpose; working together; and creating a positive difference are valued, and learning and creativity are encouraged.



Position details

Position	Access to Early Learning (AEL) Facilitator
Program	Family Services
Classification	SCHADS Award Level 6 (Social Worker Class 3) (Classification will be dependent on qualification and years of experience within the relevant field consistent with the SCHADS Award)
Hours	Full Time
Hours per week	38
Duration	Fixed Term
Fixed term end date	End of June 2023
Location	Central Goldfields (Maryborough)
Reporting Relationship	This position reports directly to the Team Leader, Family Services
Effective date	July 2021

Overview of program

Access to Early Learning (AEL) is an effective and targeted early intervention program that enables children from families with complex needs to fully participate in quality, universal early education and care.

AEL provides an experienced and degree-qualified facilitator to work with families, educators and services to ensure vulnerable children participate in early learning.

The program is distinguished primarily by its outreach service. A dedicated facilitator will connect and build relationships with parents through home visiting that encourage effective in-home learning and a child's enrolment and sustained engagement in kindergarten.

The AEL Facilitator will foster important connections and collaboration between the family, the early childhood education and care (ECEC) service and its educators, and other services.

AEL facilitators sustain participation through:

- identifying and supporting children and families' access to high quality kindergarten
- working with families to address any barriers that may prevent their child attending or participating in kindergarten
- strengthening parents' capacity to support their child's ongoing engagement in early learning
- strengthening the home learning environment through in-home learning interventions
- building capacity in the local service system, including providing mentoring and professional learning for educators supporting children.

The AEL Facilitator is part of the Family Services team and the role is integrated within a suite of family services programs that includes; Integrated Family Services and evidence based models.

Position Objectives

1.	Address barriers to access and participation in Early Childhood Education and Care (ECEC) for families experiencing vulnerability to support sustained attendance and engagement of children.
2.	Increase the capacity of early years educators to understand and respond to the complexities that may exist for vulnerable children and their families; strengthening the relationships and communication to ensure positive outcomes.
3.	Family's needs are identified and addressed through effective collaboration between stakeholders and support services.
4.	That the Access to Early Learning program is integrated within the local service system, ensuring eligible children are identified and appropriately prioritised.


Key responsibilities are as follows but are not limited to:

1.	To deliver outreach-based support to families; using a child-focused, strength-based approach underpinned by trauma informed practice, attachment theory and relationship practices.
2.	Effectively engage with parents through collaborative and coaching relationships to establish and maintain ECEC attendance, promote home based learning and link families to other services to address their individual needs.

3.	The AEL facilitator will identify and support familial barriers to access and participation, increasing parents' capacity through in home support and linking families to additional support services where needed.
4.	The AEL facilitator will work alongside ECEC educators to, a) build awareness and connection with the local service system available to support families, b) build the capacity of ECEC educators to understand the trauma and vulnerability experienced by children and their families and c) strengthen the capacity of the ECEC educator to respond and support children and their families through coaching and mentoring.
5.	The AEL facilitator will work within the practice frameworks of the Victorian Early Years Learning Development Framework and the Best Interest Case Practice Model.
6.	Support ECEC staff and families to develop and maintain trusting relationships that enhance outcomes for children.
7.	Undertake reporting and data collection in relation to the AEL program as prescribed by the Department of Education, including facilitating Brigrance assessments for all participating children.
8.	Promote AEL within local networks and ensure that eligible children and their families are identified and appropriately prioritised, through the establish referral pathways.
9.	To work within the AEL guidelines and model of service delivery, participating in relevant Governance Group meetings and/or Communities of Practice.
10.	Demonstrated computer skills in Microsoft Office packages and other statistical databases. Excellent time management skills and demonstrated ability to work within expected timeframes and deliver on expectations.
11.	Other duties as deemed appropriate by Team Leader or Program Manager.

Key Selection Criteria

Applicants are required to provide a written response to the criteria listed below. The six criteria are to be addressed individually (no more than 2 pages in total).

 <p>Role Specific</p>	<ol style="list-style-type: none"> 1. a) Relevant tertiary qualification in Social Work, Psychology, Early Childhood Specialist or b) Related behavioural sciences at degree level or associate diploma level with substantial experience in the relevant service stream.
	<ol style="list-style-type: none"> 2. Excellent understanding of the early years and family services service systems and the relevant legislations that guide practice.
	<ol style="list-style-type: none"> 3. Demonstrated experience and resilience in engaging vulnerable children and families through; assertive engagement, rapport building, appropriate communication, building capacity and maintaining clear professional boundaries.
	<ol style="list-style-type: none"> 4. An understanding of early childhood development and the impact of trauma, parental mental health, parental substance use and family violence on children and their development.
	<ol style="list-style-type: none"> 5. Demonstrated ability to motivate and build capacity in others through collaborative practice, education, coaching, mentoring and consultation.
	<ol style="list-style-type: none"> 6. Demonstrated ability to alter communication style to suit the audience and communicate effectively [written and verbal] with a range of stakeholders.
	<ol style="list-style-type: none"> 7. Demonstrated excellence in working within a framework and practice model; working within an expected timeframes and delivering on expectations.

Occupational health & safety (OHS)

Anglicare Victoria is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

In achieving and maintaining workplace health and safety, Anglicare Victoria will apply best practice in OHS in accordance with statutory obligations at all times.

All Anglicare Victoria employees, contractors and volunteers are required to:

- take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures
- take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
- cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
- report all injuries, illness or 'near misses' to their Supervisor or Manager
- participate in relevant health and safety training based on roles and responsibilities
- as required, participate in the development and implementation of specific OHS hazard and risk management strategies.

In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems

Cultural Safety in the Workplace

Anglicare Victoria recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge and experience to the workplace. They also contribute important insight into how Anglicare Victoria can provide for and engage with Indigenous clients and communities more effectively.

Our Reconciliation Action Plan (RAP) and Workforce Strategy outlines Anglicare Victoria's commitment to leading and facilitating sustainable employment, training, retention and career development opportunities for Aboriginal and Torres Strait Islanders people.

Conditions of employment

- Salary and conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award (SCHADS) 2010. Salary packaging is offered with this position.
- All offers of employment at Anglicare Victoria are subject to a six month probationary period. The staff member will be asked to participate in an annual performance review linked to objectives set out for the position.
- All offers of employment are subject to a satisfactory Criminal History Check, a current Driver's License and an Employment Working with Children Check prior to commencement.

Acceptance of Position Description requirements

To be signed upon appointment

Employee

Name:

Signature:

Date:
