



POSITION DESCRIPTION

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| Position | Early Help Worker | Position Number | Eas180 |
| Reports to | Family Services Team Leader | Direct Reports | (Nil) |
| Status | Fixed Term (16 th May 2025) | Time Fraction | Full Time |
| Award | SCHADS Level 4 | Location | Chirnside Park |

Please note: This is an Aboriginal and/or Torres Strait Islander designated position, classified under Section 12 Special Measures of the Equal Opportunity Act 2010. This employment opportunity is only available to Aboriginal and Torres Strait Islander people

OUR VISION

Aboriginal self-determination – Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

POSITION SUMMARY

This position is responsible for facilitating playgroup sessions and group events in multiple locations across the East Metro area as well as delivering brief family support services to families with children aged 5 years and under.

The Early Help worker's role is to provide a culturally safe place for families to connect and participate in activities with their children alongside strong Aboriginal Community members. The worker will also provide a supportive place of mentoring and coaching to parents around parenting and child development stages of their children's lives.

VACCA's Early Help program focuses on:

- Intentional based learning and play
- Facilitating positive parent-child interactions and parental skill development
- Supporting child development and school readiness
- Developing cultural knowledge and identity of children and families
- Participation of Elders, Community members and artists to develop strong connections to culture and Community
- Providing information about services including maternal child health
- Affirming Aboriginal childrearing practices.



Additionally, the program offers individual family supports, which include some outreach, response to immediate needs and assessment of need to help determine the right support services for the families. The focus of needs assessment will be around parenting capacity, family relationships and functioning, home routines for families, safety for children's wellbeing in their homes, connections to essential services, including links to health, education, cultural and social activities.

KEY RELATIONSHIPS

Internal: All VACCA programs and services.

External: ACCOs, CBOs, Early Childhood services such as education and health.

KEY SELECTION CRITERIA

ESSENTIAL

- Demonstrated commitment and understanding for the values that underpin VACCA' vision and purpose
- Demonstrated understanding of, and commitment to, the values that underpin VACCA' vision and purpose and the capacity to take a leadership role in championing these internally and externally.
- Demonstrated experience in working and engaging with Aboriginal families and children.
- Demonstrated experience in child and family sector.
- Demonstrated understanding of children's developmental milestones.
- Ability to facilitate child-friendly, culturally rich and educational group sessions with families and children.
- Participate in training programs as required and in compulsory fortnightly professional reflective supervision.

DESIRABLE

- Experience and formal qualifications in children services, early childhood education, community services and social work are desirable.

REQUIREMENTS

- Minimum Certificate in Children Services qualifications or other related courses such as Community Services .
- Minimum one year of professional experience working with children in their early years stage.
- You must have and continue to hold a full Victorian Driver's Licence, a current employment Working With Children Check card and a clear National Police Check
- Current COVID-19 vaccination (including booster dose, as applicable)

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POSITION ACCOUNTABILITIES

KEY RESPONSIBILITIES

- Understanding of and ability to articulate early childhood development to parents and carers
- Engaging and consulting with Aboriginal Elders in regard to the cultural components of the program
- Ensuring parent recruitment, participation and interaction in the activities, including assertive outreach to clients if required
- Offering brief outreach parenting supports to families with 0-5 years old children.
- Assisting in the planning and running of culturally safe supported playgroups and other events within the Aboriginal community in the Eastern metropolitan region of Melbourne.
- Participating in planning and preparation for playgroups and other events, including program planning, booking venues and other logistics as needed.
- Implementing session plans and work plans
- Ensuring that Aboriginal activities, music, dance and stories are incorporated into the program
- Liaising and consulting with the program Team Leader about any issues of concern regarding child development and program planning
- Maintaining activity and client records as required.
- Networking with local community agencies and organisations
- Participating in further training as considered appropriate
- Being available to attend Community events in a work capacity, occasionally outside of work hours.

RELATIONSHIP MANAGEMENT

- Ability to work within a multi-disciplinary team in a professional and ethical manner.
- Demonstrated skills and knowledge to promote and uphold VACCA values and represent VACCA professionally.
- Establish and maintain professional and positive relationships with key stakeholders.
- Developed skills to resolve conflict with others and maintain professional respect at all times.
- Ability to engage with Elders and community members appropriately.
- Respecting and acknowledging community members' experiences when they come to seek for support and maintaining their privacy at all times.

HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and VACCA policies.
- Contribute positively and proactively to team and organisation wide OH&S activities.

QUALITY & CONTINUOUS IMPROVEMENT



VACCA
Connected by culture

- Ensure compliance with legislation, contract and policy requirements in your day to day work to meet the organisation's audit, contract and registration obligations.
- Proactively apply your specialist knowledge in the review and maintenance of policies, systems and processes.
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.

OTHER

- Participate proactively in team project initiatives
- Support other team members in periods of high demand and during periods of absence.
- Participate in project groups and attend events
- Undertake other duties as directed

ADDITIONAL INFORMATION

We are committed to Aboriginal self-determination and supporting strong, safe, thriving Aboriginal communities and aim to ensure every individual is treated with dignity, honouring all cultural backgrounds, abilities, ethnicities, sexual orientations, gender identities and spiritual beliefs.

VACCA is a child-safe organisation and is committed to ensuring the safety and wellbeing of children and young people with zero tolerance for child abuse. All successful applicants will be required to undertake a National Police Record Check and Working with Children Check prior to commencement of employment and periodically following commencement.

VACCA is an equal opportunity employer and has a smoke-free workplace policy.

This position is designated under the Multiagency Risk Assessment and Management framework (MARAM) Identification (Tier 3) level which requires mandated MARAM Family Violence Screening & Identification training and VACCA MARAM Identification responsibilities.