



## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Family Learning Support Worker
<b>DIVISION</b>	Children, Youth, and Inclusion
<b>DEPARTMENT</b>	Early Years, Children and Families - Connie Benn Centre
<b>REPORTS TO</b>	Early Years Program Coordinator

## ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St Laurence (BSL) is for an Australia free of poverty. We pursue lasting change for a fairer and more compassionate Australia. Our organisation employs over 1,500 staff and is supported by 1,000 volunteers. We partner with governments, business, and other organisations to address poverty across the nation. Our work is varied. We deliver services to build capability and confidence across the life course, from the early years, youth, and employment to services for people with disability and for older people in Australia. Our Op Shops and social enterprises are well known. So too are our programs that support digital literacy, energy efficiency and financial wellbeing. We research the causes and effects of poverty and connect policy, practice, and research to advocate national, state, and local policy solutions for people experiencing disadvantage.

The Brotherhood of St Laurence values diversity and inclusion with regard to its staff and the communities we serve. Our staff and volunteers come from diverse backgrounds, and we aim to create an inclusive working environment. BSL is committed to child, young people, and vulnerable adult safety. We want all vulnerable people to be supported, respected, safe, happy, and empowered. We are committed to the safety, participation, and empowerment of all our program participants.

## DIVISION AND DEPARTMENT PURPOSE

Children, Youth, and Inclusion (CYI) is a diverse service delivery division in BSL. Children, Youth, and Inclusion is typically made up of small to medium size operational activities aimed at providing services to children, families, young people, and adults. CYI is required to operate in a flexible and agile way to lead change and influence systems. CYI responds to the external political and service sector environment and offers new practice, service design and policy solutions to influence lasting change. All programs in the division must have a systemic change ambition beyond the service delivery. BSL's Early Years, Children and Families (EYC&F) programs work alongside parents, carers, and families to expand their capabilities, skills, and access to early years programs in order to support children's learning and development. Our work is located in place and in partnership to enable inclusion and voice as central levers to our practice, evaluation, and reform.

## POSITION PURPOSE

The Family Learning Support Program (FLSP) delivers home learning support and multicultural playgroups to Culturally and Linguistically Diverse (CALD) communities living locally. We currently work closely with families living in the City of Yarra, City of Maribyrnong, City of Melbourne, and City of Moonee Valley.

The program goals include:

- Increased family participation with Early Childhood Education and Care (ECEC) services including childcare, kindergarten, and other early learning opportunities.
- Strengthening parent capacity as their child's first teacher.
- Building capabilities and confidence of parents and carers to provide a rich home learning environment.
- Strengthening communication and relationships between families and ECEC services to strengthen engagement.

## **KEY RESPONSIBILITIES AND DUTIES**

### **1. FLSP Program Delivery**

- Recruit and enroll families in to FLSP and Multicultural Playgroups through networking, promotion and engaging with families and services providers including ECEC, Maternal and Child Health (MCH), CALD outreach workers, and other services.
- Deliver supported playgroups, enabling CALD parents to participate in play-based learning in a safe and supported cultural space with peers. Multicultural Playgroups are currently delivered at Wingate Community Centre, Ascot Vale and Connie Benn Centre, Fitzroy.
- Provide one-on-one engagement with CALD parents and carers to build their capabilities and skills to learn with their child through playgroups and in their home, including supporting literacy, numeracy, social, language and play development. Refer families to additional supports as needed.
- Provide practical support to CALD families to navigate and complete the ECEC enrolment process to ensure their child can access childcare, kindergarten and MCH as well as broader system navigation support including birth registration, Medicare, and Centrelink.
- Attend ECEC providers information sessions, events, and tours with families to bridge relationships and support communication barriers.
- Provide navigating support during the family's transition to kindergarten and school.
- Other duties as required.
- This position will require direct contact with children and/or vulnerable individuals. Child Safety practices and policies that are aligned to the Victorian Child Safe Standards underpin our work, and the position will support staff with ongoing learning and development in this space. We work collaboratively across BSL and external specialist services to support our work and ensure a safe, supported, and inclusive space for everyone.

### **2. Administration and Reporting**

- Maintain efficient administrative systems including maintaining waiting lists and enrolment information, pre and post participation surveys, case studies and other documentation as required.
- Support the continuous improvement of FLSP practice and program documentation using case management system.
- Contribute to program reporting requirements as required.

### **3. Other duties**

- Work collaboratively within teams to achieve common goals
- Demonstrate a commitment to BSL's quality framework and culture by participating in and promoting quality actions through continual improvement activities
- In collaboration with manager, set goals and objectives to ensure outcomes are met
- Model BSL's values and adhere to the Code of Conduct in everyday work practices
- Maintain a safe work environment and ensure steps are taken to prevent unsafe work practices in accordance with BSL policies and procedures.

- This position will require direct contact with children and/or vulnerable individuals
- Other duties as required.

**SCOPE OF RESPONSIBILITY:** No direct reports.

## **ORGANISATIONAL RELATIONSHIPS**

Internal Stakeholders: Early Years, Children and Families (EYC&F) and broader BSL.

External Stakeholders: Local organisations working with children and families.

## **KEY SELECTION CRITERIA**

### **Career Experience:**

- Experience working in early childhood settings including a sound knowledge of ECEC, early intervention and family support.
- Experience with supported playgroups.
- Experience working with refugee, migrant and newly arrived families living in public housing is highly desirable.
- Ability to speak a shared language (such as Amharic, Oromo, Somali or Vietnamese)
- Lived or working experience in any of these areas: City of Yarra, City of Melbourne, City of Maribyrnong, and City of Moonee Valley is highly regarded.
- Strong interpersonal, written and communication skills with the ability to build and maintain effective relationships.
- Experience with case management software is highly regarded.

### **Personal Qualities:**

- A commitment to maintaining and supporting child safety, equity, inclusion, and cultural safety.
- Understanding of and empathy with the values and ideals of the Brotherhood of St Laurence.

### **Qualifications/other:**

- Relevant tertiary qualification in Early Childhood Education and Care.
- Demonstrated strong computer literacy skills with competency in using database programs and Microsoft Office Programs including Word, Excel SharePoint, and Outlook.
- Well-developed time management skills with the ability to plan workload, prioritize tasks and meet deadlines.
- Experience in at home visits and play-based learning is highly desirable.
- Ability to work independently and effectively within a team, and within an integrated service to achieve common goals.

## **MANDATORY EMPLOYMENT CRITERIA**

- Specific work requirements include work-based travel and attendance at a variety of different work locations. Driver's License and access to a vehicle (milage reimbursed) is required.
- Proof of eligibility to work in Australia is required.
- A satisfactory Police Check is required. BSL will support successful candidates in this process.
- A Working with Children Check is required for this position. BSL will support successful candidates in this process.

The description of the position is a guide to the duties of the professional activities needed to undertake the position successfully. A review of the position description may occur and may be amended from time to time.