

EARLY CHILDHOOD DEVELOPMENT ADVISOR POSITION DESCRIPTION

EARLY CHILDHOOD DEVELOPMENT PROGRAM NORTH 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	Early Childhood Development Advisor
Program	Early Childhood Development Program
Classification	SCHADS Award Level 7 (Social Worker Class 4) (Classification will be dependent on qualification and years of experience within the relevant field consistent with the SCHADS Award)
Hours	Full Time [part time negotiable]
Hours per week	38
Duration	Ongoing
Location	Based in Bendigo, travel to areas within the Loddon catchment may be required. Consideration will be given to co-location within that Orange Door
Reporting Relationship	Program Manager, The Orange Door & Family Support
Effective date	August 2021

Overview of Program

The Early Childhood Development Advisor position is funded through the Department of Health & Human Services, to support the work of the North Central Victoria Family Services Alliance [NCVFSA]. The position is a resource to Orange Door and all funded Family Services programs across 6 Local Government Areas within the Loddon catchment area.

Family Services has a critical role in promoting outcomes for vulnerable children and families, and provides a range of service interventions with a whole-of-family focus to: a) Strengthen parent capability to provide care, ensure safety and promote their child's development, and b) Improve the family's community connections and access to community resources. This requires building strong connections and linkages with relevant universal and adult services to improve outcomes for vulnerable children and families.

The role of the Early Childhood Development Advisor is to strengthen service responses and partnerships between Orange Door/Family Services and Early Years' service providers to maximise vulnerable children and families' opportunities in accessing and remaining engaged with early years' services.

Key Stakeholders may include;

- Child and Family Services Alliance.
- Local early years' networks and governance mechanisms
- Pre-school field officers
- Local Government
- Maternal and Child Health centres (including enhanced)
- Aboriginal Maternal and Child services (where available)
- Early Start 3 year old kindergarten initiative partnerships
- Access to early learning services (where available)
- Early Parenting Centres
- Childcare Centres
- Kindergartens

Position Objectives

1.	Lead systemic improvement for vulnerable children (0-5 years) with a strong focus on improved outcomes and preventing children from entering the Out of Home Care and/or Child Protection system.
2.	Develop and enhance partnerships between Orange Door/Family Services and universal and secondary early years services
3.	Develop and lead targeted capacity building activities to enhance family services and early years' practitioner skills in assessing, planning and responding to vulnerable children and families

Key Responsibilities

The key responsibilities are as follows but are not limited to:


1.	Collaborate and provide recommendations at a strategic level to the NCVFSA Executive and partner agencies to identify themes, address the barriers and challenges for vulnerable children and families in accessing, engaging and remaining engaged with early years' services.
2.	Lead and facilitate the engagement in key activities that support increased outcomes for children 0-5 years within the NCVFSA Operational Leadership Group, as part of the overall NCVFSA Early Childhood Development Plan.
3.	Develop strategies and local agreements/protocols between universal and secondary early years' service providers and Orange Door and Family Services.
4.	Develop, implement and review the North Central Victoria Family Services Alliance Early Childhood Development Program Plan in collaboration with key stakeholders and ensuring the plan aligns with the NCVFSA catchment plan and the reform objectives.
5.	Provide high quality professional development opportunities for Orange Door/Family Services/Child Protection staff in relation to early childhood developmental needs and emerging early year's initiatives.
6.	Lead, identify and support activities that strengthen referral pathways and responses between early years' services and Orange Door, Family Services and Child Protection.
7.	Provide specific case consultancy on early childhood development for Orange Door and Family Services practitioners working with vulnerable children (0-5 years) and their families.
8.	Other activities as identified through the NCVFSA Early Childhood Development program plan.

Key Selection Criteria

The Key Selection Criteria are based on role specific requirements **and** the Anglicare Victoria Capability Framework. Applicants are required to provide a written response to **both** a) & b).

a) Role specific requirements

Applicants are required to provide a written response to the role specific requirements. The five criteria are to be addressed individually (no more than 2 pages in total).

 <p>Role Specific</p>	1. A tertiary qualification that demonstrates an extensive understanding of working with children in their Early Years eg. Early Childhood Education, Early Childhood Development and/or Maternal and Child Health Nursing.
	2. Significant experience in the Early Years sector including an excellent knowledge and understanding of Early Childhood development and strategies for working with vulnerable children and their families.
	3. Demonstrated excellence in the ability to work collaboratively with stakeholders to identify systemic issues and lead systemic improvement for vulnerable children 0-5 years, including an understanding of change management & continuous improvement
	4. Demonstrated excellence in the ability to lead and strengthen the capacity of others through modelling, communication, coaching and mentoring.
	5. Highly developed interpersonal and communication skills; including the ability to develop and maintain strategic partnerships and networks, with the proven ability to liaise and consult effectively
	6. Demonstrated excellence in culturally sound practices and working in collaboration with Aboriginal & Torres Strait Islander Community Controlled Organisations to strengthen outcomes of children within these communities.

7. Highly developed written and verbal communication skills, including the ability to produce presentations, projects, training, reports and other communication an agreed timeframe.

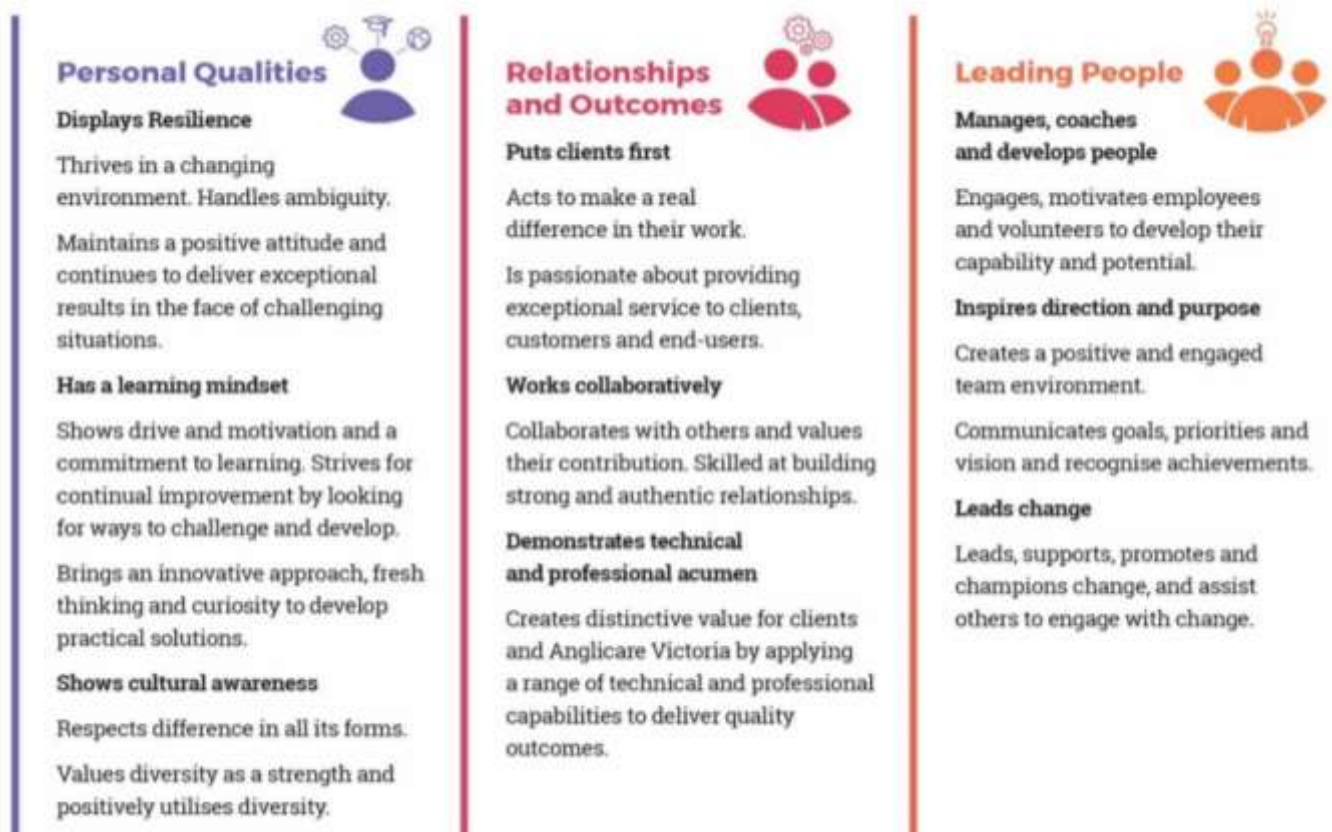
Key Selection Criteria (continued)

b) Anglicare Victoria Capability Framework

Applicants are required to provide a written response to the Anglicare Victoria Capability Framework. Applicants are to describe how they demonstrate the characteristics in each of the two capability groups; **Personal Qualities and Relationship and Outcomes** (no more than 1 page in total).

The Anglicare Victoria Capability Framework describes the capabilities required to meet the expectations of clients, colleagues and communities in today's changing environment.

These capabilities work together to provide an understanding of the knowledge, skills and abilities required of all employees.



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 Licence and an Employment Working with Children Check prior to commencement.

Acceptance of Position Description requirements

To be signed upon appointment

Employee

Name:

Signature:

Date:
