

PRESCHOOL FIELD OFFICER POSITION DESCRIPTION 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	Preschool Field Officer
Program	Preschool Field Officer Program
Classification	SCHADS Award Level 6 (Social Worker Class 3)
Hours	Part Time
Hours per week	22.8 hours per week [O.6 EFT]
Duration	Fixed Term
Fixed term end date	31 December 2021
Location	Kyneton and/or Bendigo office - Travel will be required as part of the position
Reporting Relationship	This position reports directly to Team Leader
Effective date	May 2021

Overview of program

The Preschool Field Officer (PSFO) program assists educators in funded kindergarten programs to plan and deliver a kindergarten program that provides for the access, learning and development, and meaningful participation of children with additional needs.

The PSFO program is a locally responsive approach to providing kindergarten services with practical advice, support and professional services to enhance service capacity to provide for the access and participation of children with additional needs. The PSFO's role is to support early childhood teachers and educators to build their skills, knowledge and confidence to plan for and include all children.

The PSFO program also assists kindergartens to link families into the range of available supports and services in relation to children with developmental concerns and broader child and family supports.

Children with additional needs attending a Victorian state government funded kindergarten program are the target group for PSFO support.

The Department of Education & Early Childhood Development funds Anglicare Victoria to provide PSFO services across the six local government areas of the Loddon Region. The service utilizes an outreach model, enabling the PSFO to provide services within the kindergarten program and environment.

Position Objectives

1.	To represent the agency with integrity and promote and uphold the agencies values while integrating into the kindergarten setting; respecting their values and processes.
2.	Increase educational outcomes for children by assisting educators in funded kindergarten programs to plan and deliver a kindergarten program that provides for the access, learning & development, and meaningful participation of children with additional needs.
3.	Build awareness of the importance of inclusive education through consultation and capacity building within the education and welfare sectors.
4	To delivery on funding requirements and adhere to relevant policy and practice guidelines.
5.	Meet program guidelines/objectives and adhere to relevant policy, practice guidelines and legislative requirements.

Key responsibilities

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

1.	Provide consultancy to educators to inform programming for a child with additional needs. This may include but is not limited to sharing information, resources, and identification of adaptations, strategies and experiences.
2.	Assistance and support to early childhood staff and families through developmental observation and assessment of children where concerns exist
3.	Support kindergarten educator's identification of a child with additional needs through contributing to the assessment of the child's capabilities as well as their learning and development needs.
4.	Provide planning and support that respects, acknowledges and complements the educator's expertise in supporting children's learning and development and assist educators to embed child specific teaching and learning approaches and opportunities into the everyday kindergarten environment.
5.	Build purposeful professional partnerships and collaborative relationships with kindergarten educators, other professionals and families both internally and externally.
6.	Identify referral pathways and facilitation of linkages for families to the range of child and family supports, including more specialised assessment and services.
7.	A strength based approach to observations of children in the kindergarten programs that reflects the Victorian Early Years Learning Development Framework [VEYLDF].


8.	To provide high quality written reports that include observations, assessment and recommendations for the early childhood educators and families.
9.	To work with the Early Years/PSFO team to collect and maintain data and manage waiting lists and collect feedback. To write regular reports in relation to the program deliverables.
10.	Understanding obligations of service providers and early childhood teachers and educators under legislation and policies such as the VEYLDF the NQF, the Disability Standards for Education 2005

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) and 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).

 Role Specific	1. Degree qualified early childhood educator with experience in delivering high quality inclusive kindergarten programs
	2. Practical and theoretical knowledge of both program planning and program delivery in kindergarten settings and expertise in understanding program strategies and adaptations to support inclusion.
	3. Expert understanding of typical and atypical child development as well as the potential impact of additional needs on a child's learning, wellbeing and development
	4. Excellent, well developed interpersonal and communication skills
	5. Expertise and knowledge of specialist referral networks that bridge the gap between kindergarten and specialist services
	6. Understanding of the impact of trauma and disadvantage on a child's development and the importance of relationships in fostering a child's learning and development

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 three nominated capability groups; **Personal Qualities**, **Relationship and Outcomes**, and **Leading People** (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.

Personal Qualities



Displays Resilience

Thrives in a changing environment. Handles ambiguity.

Maintains a positive attitude and continues to deliver exceptional results in the face of challenging situations.

Has a learning mindset

Shows drive and motivation and a commitment to learning. Strives for continual improvement by looking for ways to challenge and develop.

Brings an innovative approach, fresh thinking and curiosity to develop practical solutions.

Shows cultural awareness

Respects difference in all its forms.

Values diversity as a strength and positively utilises diversity.

Relationships and Outcomes



Puts clients first

Acts to make a real difference in their work.

Is passionate about providing exceptional service to clients, customers and end-users.

Works collaboratively

Collaborates with others and values their contribution. Skilled at building strong and authentic relationships.

Demonstrates technical and professional acumen

Creates distinctive value for clients and Anglicare Victoria by applying a range of technical and professional capabilities to deliver quality outcomes.

Leading People



Manages, coaches and develops people

Engages, motivates employees and volunteers to develop their capability and potential.

Inspires direction and purpose

Creates a positive and engaged team environment.

Communicates goals, priorities and vision and recognise achievements.

Leads change

Leads, supports, promotes and champions change, and assist others to engage with change.

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 [click to select](#). 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: _____