

	Position Title: Whittlesea Early Years Community Development Practitioner		Team: Early Years – Early Learning is Fun		Region: Northern
	Supervisor: Manager Early Years	Delegations and Authorities: In Line with Delegations Policy		Band: (A – B) B	Date Completed: 3 January 2017

ORGANISATIONAL INFORMATION

OUR VISION AND FOCUS		ROLE CONTEXT
<p>All children should have a good childhood, growing up feeling safe, nurtured and with hope for the future.</p> <p>Berry Street chooses to work with children, young people and families with the most challenging and complex needs. We work across metropolitan, regional and rural Victoria.</p> <p>To achieve our Vision, Berry Street delivers a wide variety of programs, from those aimed at strengthening families and communities through to those that focus on helping people recover from the trauma of violence, abuse and neglect.</p> <p>We also engage government, other community organisations and the general public in child-focussed advocacy and knowledge sharing.</p>		<p>The Early Years program ELF (Early Learning is Fun) Berry Street will deliver a five year early intervention program that provides a differentiated response to children and families in the local government area of Whittlesea. Vulnerable children who do not experience optimal social, emotional and learning experiences and environments during the early years, both at home and in community settings and services, are not as ready to learn when they enter primary school. Those families with the greatest need are least likely to be able to access available early education and care services and support.</p> <p>ELF is both a universal and a targeted early intervention and for vulnerable families with children from birth to five years (with a focus on birth to three years) that emphasises the importance of play and learning in the early years. Using a universal platform, ELF partners with primary schools and early education and care services to deliver high quality, evidence-informed, intensive Play and Learn Groups. The intervention aims to improve school readiness, increase parents' confidence as their children's first teachers, support the universal service system to engage more effectively with vulnerable families and to bridge vulnerable families into mainstream early education and care services.</p>
OUR VALUES		PRIMARY OBJECTIVES OF THE ROLE
<p>Berry Street expects all staff to apply these Values in all aspects of their work.</p> <p>Courage: To be the best we can be and to never give up</p> <p>Integrity: Expect a personal and organisation commitment to honesty</p> <p>Respect: Acknowledge the importance of each person's heritage, traditions, identity, needs and aspirations</p> <p>Accountability: Be responsible for our own actions</p> <p>Working Together: Work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills.</p>		<p>The primary objectives of the role are to:</p> <ul style="list-style-type: none"> • Offer a local site focussed on working collaboratively with existing Early Learning Activities. • Attend networks and meetings associated with this program. • Work with early education, care services and primary schools in the LGA of Whittlesea to deliver the ELF parent, Child Play and Learn groups. Provide secondary consultations and referral options to both Early Years Services and to families as required.
		REPORTING RELATIONSHIPS
		<p>This role is based at our Eaglemont office. It is part of the broader Early Years – Early Learning is Fun Team.</p> <p>This role reports to Manager Early Years who will provide supervision and review. This role has no direct reports and works in conjunction with other team members. This is a part time position until 30 June 18.</p>

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KET SELECTION CRITERIA

- Commitment to developing and pursuing an approach that seeks to empower and build confidence in carers to offer a safe, healthy and playful family learning environment.
- Demonstrated ability to be able to lead others in reflecting and analysing complex family situations through a focus on infant mental health.
- Good understanding of the universal service system including health, education and care, as well as specialist services for preschool and school aged children.
- Good understanding of the indicators of child abuse and neglect and of the secondary and tertiary service system that aims to support the best interests of children and young people.
- Demonstrated understanding of the effects of violence on women and their children and an understanding of contemporary responses to these issues.
- Demonstrated experience in casework with vulnerable women and children from high risk groups.
- Demonstrated commitment to working collaboratively with the capacity to negotiate and liaise with agencies, government departments and the community.
- Excellent time management skills and the capacity to work independently, and in a range of working environments.
- An ability to articulate a practice framework including engagement and psychosocial and risk assessment.
- Demonstrated experience and expertise in engaging with community based projects, and professionals to develop positive collaborative partnerships
- Demonstrated understanding of, and respect for, the needs of children with a disability; Aboriginal culture, including cultural safety and awareness; and cultural and linguistic diversity (CALD), including cultural safety for children from CALD backgrounds
- Demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety.
- Excellent written and oral communication skills (including public speaking, presentations and facilitation skills).
- Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting self-care strategies.

QUALIFICATIONS AND OTHER REQUIREMENTS

- A tertiary qualification in Social Work, Psychology, Welfare or a related discipline.
- Staff must hold a valid WWCC, current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances.

DESIRABLE

- A comprehensive understanding of the Integrated Family Violence service sector.
- Ability to speak a relevant community language.
- Experience working in the early years sector.
- An understanding of infant Mental Health frameworks.

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KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
Direct Service Delivery	<ul style="list-style-type: none"> • Actively participate and collaborate with an Early Education and Care professional to provide two weekly Parent Child Learning groups for vulnerable parents of children aged Birth to three years in the Whittlesea area. • Utilise a range of engagement strategies that are creative, flexible and responsive to the individual needs of clients in order to build and sustain their participation in the Parent Child Learning group. • Provide individual support including advocacy, referral and facilitated access to support services as required. • Provide assertive outreach including transport where required, to encourage and support vulnerable parents of children aged birth to three years to access to the Parent Child Learning group • Provide resource materials to assist and support early year's activities to increase knowledge and understanding of the impact of family on women, infants and children aged 0 -12 years. • Provide secondary consultation to early years professionals within the Whittlesea LGA. • Provide timely access to the NFDVS programs to women and their children who have experienced family violence. • Promote an understanding of parenting issues arising through exposure to family violence, within the Whittlesea LGA.
Administration	<ul style="list-style-type: none"> • Accept regular supervision. • Maintain concise, accurate and legible records, of partnership engagement, needs analysis and secondary consultations, including completed forms and reports as required according to program guidelines. • Maintain accurate statistical data as required by Berry Street to report on project activities and outputs, including all aspects of the developed work plan for the project. • Provide monthly narrative reports to the Program Manager. • Attend regular team/staff meetings and other forums as required. • Attend Whittlesea Early Years meetings. • Undertake other duties as directed.
Program Accountability and Review	<ul style="list-style-type: none"> • Provide monthly reports in the required format to the State wide Manager Early Learning. • Maintain accurate statistical data as required by Berry Street. Ensure that data reports are forwarded to the Program Manager in accordance with timelines. • Ensure that all practices within the program are in accordance with relevant Berry Street policies and procedures

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	and Berry Street values
Program Development	<ul style="list-style-type: none"> • Work with local services including but not limited to maternal and child health, maternity hospitals, community health services, Centrelink, family support services, Child FIRST, pre-schools and primary schools. • Participate in local community networks/forums that are identified as relevant to advancing the needs of vulnerable children and their families. • Participate in educational forums and professional development opportunities related to infant mental health, early years pedagogy, child development and early intervention with vulnerable families. • Establish and maintain effective working relationships with community partners and professionals in the Whittlesea area who are involved in service provision to children Birth to 12. • Establish and maintain effective working relationships with partner and other agencies able to provide services and support to women and children who are experiencing family violence. • Participate in local, regional and state wide meetings or networks to advocate for women and their children who have experienced family violence in consultation with the program managers. • Represent the project on relevant committees, groups and networks in consultation with program managers. • In conjunction with other team members undertake program promotion, presentations and other community education and training activities to relevant groups and organisations. • Assist in the development and implementation of new projects or initiatives relevant to supporting children who have experienced family violence. • Establish effective working relationship with partner agencies providing counselling and support to children and women who have experienced family violence. • Help build and maintain effective working relationships with partners, main referral bodies and key stakeholders. • Draw on the expertise of the broader service staff to complement planning and delivery of training and resources developed for the project. • Identify emerging themes, needs and opportunities through the partnership work that can be used as the basis for future funding submissions.
Other	<ul style="list-style-type: none"> • Berry Street supports White Ribbon, Australia's campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women. • Berry Street are committed to the safety, participation and empowerment of all children, including those with a disability and culturally and/or linguistically diverse backgrounds. Berry Street are also committed to cultural safety, inclusion and empowerment of Aboriginal children, their families and communities. • Other duties as directed

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CONDITIONS OF EMPLOYMENT

1. This position is for 45.60 hours per fortnight. There is no paid overtime, but any extra hours worked will be accrued as Time-in-Lieu according to the Berry Street Victoria Enterprise Agreement
2. This position is fixed term until 30 June 2018.
3. You will initially be employed at our Eaglemont office. You may be required to work from other Berry Street sites (on a temporary or permanent basis) as directed from time to time.
4. Terms and conditions of employment are in accordance with the Berry Street Victoria Enterprise Agreement, which includes above Award payments and eligibility for remuneration packaging. Salary packaging is available to full-time and 0.8 staff to a maximum value of \$15,899 and a maximum value of \$12,000 to all other permanent part-time staff, in line with our Salary Packaging policy.
5. The base salary for this position is SCHADS Level 6 PP1 \$71,294.08 (pro-rata) under the Berry Street Victoria Enterprise Agreement. The value of the salary can be increased through salary packaging.
6. Superannuation will be paid according to Superannuation Guarantee into a compliant fund of your choice or into HESTA Superannuation Fund.
7. The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 professional referees, a pre-existing injury/disease declaration, a criminal records check and proof of identity and qualifications.
8. The successful applicant will initially be employed for a probationary period of 3 months. During this period, either party can terminate employment with one week's notice. A probationary review before 3 months will be undertaken.
9. Agency vehicles are available for authorised use and these should be used at all times for work-related purposes, in accordance with the Berry Street Motor Vehicle Policy. However, if you are authorised to use your own vehicle for work-related purposes, you will be paid an allowance per kilometre, which includes provision for comprehensive insurance and other running costs. Berry Street is unable to insure private vehicles owned by staff and will not accept any liability for damage to any staff vehicles incurred while being used for work-related purposes
10. Under Victorian WorkCover legislation, it is the applicant's duty to advise Berry Street of any pre-existing medical condition, which could be aggravated by the type of employment for which they are applying. The existence of a medical condition will not preclude you from employment, unless you are unable to perform the inherent requirements of the position. However failure to disclose any relevant injury or disease will jeopardise any entitlement you may otherwise have for a work-related aggravation of that non-disclosed pre-existing condition.
11. Berry Street has a smoke-free workplace policy

INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
Work Environment	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Daily
	Work in different geographic locations.	Daily
	Work office hours with the possibility of extended hours.	Regularly
	Work in an open plan office.	Could be daily
	Work in buildings which may be two-storey.	Could be daily
	Sit at a computer or in meetings for extended Periods.	Daily
	Present at court and other jurisdictions.	Occasionally
People Contact	Liaise with government, non-government and community organisations.	Daily
	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.	Regularly
	Interact with clients and members of the public who could display verbal or physically challenging behaviour.	Regularly
Administrative Tasks	Undertake administrative tasks which may include the following: computer work, writing reports, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data.	Daily
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, and electronic whiteboards.	Daily
Transport	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Regularly