**POSITION DESCRIPTION**



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| **POSITION TITLE:**  | Preschool Field Officer (PSFO)  |
| **POSITION NO:**  | 958 (part-time 0.4 – 16 hours per week) |
| **CLASSIFICATION:** | Band 6 |
| **AWARD / LWAA:** | Moreland City Council Enterprise Agreement  |
| **DEPARTMENT:** | Community Development |
| **BRANCH:** | Early Years and Youth |
| **WORK UNIT:** | Children’s Services Resource Unit |
| **REPORTS TO:** | Early Years Coordinator |
| **SUPERVISES:** | Nil |
| **PREPARED BY:** | Early Years Coordinator |
| **APPROVED BY:** | Children’s Services Unit Manager |



*As an employee of Moreland City Council, you are required to observe all Policies, Codes of Conduct, use and wear personal protective clothing and equipment (where applicable) and follow work instructions and relevant regulations.*

*Moreland City Council is committed to being a Child Safe organisation and*

*has zero tolerance for child abuse.*

**INTRODUCTION**

Moreland’s vision is to create a city where infants and children feel connected through a strong sense of place and can enjoy all the city has to offer and participate fully in all aspects of community life. Council aims to create environments that are welcoming, stimulating and safe and where children and their families can access a range of appropriate, high quality early years services.

1. **POSITION OBJECTIVES:**

The PSFO will work directly with kindergarten programs to build their capacity to create and sustain an environment inclusive of all children, in particular children from the identified priority groups.

Children with additional needs include children from the following priority groups, children with disabilities, developmental delays, vulnerable children, those with socio-emotional difficulties, those with challenging behaviours and those from culturally and linguistically diverse backgrounds, as appropriate.

The Preschool Field Officer (PSFO) aims to support and assist families with children who have additional needs with access and inclusion to kindergarten programs. The position will support kindergarten programs to include children with additional needs.

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| **Value** | **Statement** |
| Untitled-1_Page_1.png | We acknowledge our main purpose is to work with our Community and customers |
| Untitled-1_Page_2.png | I will support and value others |
| Untitled-1_Page_3.png | I take pride in my work and am responsible for doing it well |
| Untitled-1_Page_4.png | I will do what I say |
| Untitled-1_Page_5.png | We will work within and across the organisation to achieve community outcomes |

1. **KEY RESPONSIBILITY AREAS:**

**Support and Inclusion**

* Support kindergarten staff to develop programs and obtain resources for children with additional needs.
* Observe and refer children as appropriate.
* Assist and support families with children who have additional needs to access kindergarten programs.
* Assist and advocate for families in accessing other services for their child and family.

**Program Development**

* Develop, model and implement high quality programs for children with additional needs in conjunction with families and service providers.
* Identify gaps in service provision and work with other services to develop appropriate programs.

**Training**

* Identify training needs and provide access to training programs for staff in kindergarten programs in Moreland.

**Funding**

* Assist staff and parents to apply for funding for integration support, enabling children to attend kindergarten programs.

**Liaison with Other Services**

* Liaise with and co-ordinate other professionals in meeting the specific needs of individual children.
* Develop links and a co-operative working relationship with all kindergarten programs in Moreland.
* Liaise with relevant Government Departments.

**Planning and Record Keeping:**

* Participate in regional planning for the delivery of inclusive services, in particular for children from the identified priority groups.
* Collect relevant data and prepare performance reports, as required.
* Contribute to the achievement of a safe and healthy environment.

**Continuous Improvement**

* Contribute to the effective implementation of the Moreland Continuous Improvement system in the work area and achievement of quality outcomes.

**Occupational Health & Safety**

* Contribute to the achievement of a safe and healthy environment by working in accordance with Council’s OHS Policy and Procedures**.**

Environmental Sustainability

* Incorporate Council’s environmental sustainability objectives and targets into projects and programs.
* Promote and participate in a culture of environmental sustainability.

Diversity & Equity

* Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.

**Other duties**

* Required to undertake other duties as directed.
1. **ORGANISATIONAL RELATIONSHIP:**

**Reports to:** Early Years Coordinator

**Supervises:** Nil

**Internal Liaison**

* Fellow PSFOs
* Family Day Care staff
* School Holiday Program staff
* Other Children’s Services Unit staff
* Early Years and Youth staff
* Social Development staff
* Civic Facility staff
* Administration and Finance staff
* Other Council staff as appropriate

**External Liaison:**

* The community - residents/families/service users
	+ - * Kindergarten staff, Committees of Management and Early Years Management organisations
			* Department of Education and Training
			* Moreland Teachers’ Network
			* PSFOs from other areas
			* Victorian PSFO Association
			* Early Childhood Intervention Programs
			* NDIS
			* Resource and Training Providers
			* Primary Schools/Special Development Schools
			* Merri Health Service

#### JOB CHARACTERISTICS RELEVANT TO THE POSITION

The following Job Characteristics should be read in the context of the definitions

describing the characteristics required of a Band 6 employee as outlined in Part B of

the Enterprise Agreement (Victorian Local Authorities Award 2001, Appendix A, Part

A - Employee Band 6, Clause 6)

1. **ACCOUNTABILITY AND EXTENT OF AUTHORITY:**
* Advise the Early Years Coordinator about the resolution of any complex policy or practice issues affecting the provision of Children’s Services in Moreland.
* Seek the advice or guidance of the Early Years Coordinator when appropriate on all relevant complex matters pertaining to the provision of Children’s Services in Moreland.
1. **JUDGEMENT AND DECISION MAKING:**
* To resource, guide and build the capacity of services in the day-to-day tasks of caring for children in the priority groups.
* To support children’s services staff to make decisions relating to the involvement of, and referral to, other professionals, as required.
* To assist and support services to develop programs appropriate to the needs of individual children in their care.
* To resource staff with appropriate material and training opportunities.
* Guidance, support and advice is always available when making important decisions within tight timelines.
1. **SPECIALIST KNOWLEDGE AND SKILLS:**

Knowledge and understanding of:

* Child development
* The early years education and care sector, including relevant resources and supports
* Children and families from the priority groups
* The impact of culture on children, families and services
* Disability issues
* The philosophies and practice of inclusion
* Reflective practice (individual and organisation)
* Strength based approaches
* Collaborative approaches to change
* Adult learning principles
* Child protection issues
* National Quality Standards and Early Learning Frameworks.

Skills:

* Interpersonal communication skills (written and verbal) to facilitate collaboration and partnerships
* Analysis to maximise opportunities to support inclusive practice
* Negotiation and problem-solving approaches
* Well-developed observation skills
* Skills and knowledge regarding use of interpreters.
1. **MANAGEMENT SKILLS:**
* Program planning skills for checking and advising on children’s programs
* Co-ordination of professional input related to children’s needs
* Time management skills related to setting priorities, planning, organisation of workload and adherence to timelines
* Understanding of and ability to implement basic personnel policies and practices related to equal employment opportunity, occupational health and safety and training
* Work within the program budget in consultation with the team.
1. **INTERPERSONAL SKILLS:**
* High level of communication skills, both written and verbal to communicate meaningfully with staff, parents, management and the community
* Ability to write relevant reports and prepare external correspondence as required
* Listening skills, both written and verbal to communicate meaningfully with staff, parents, management and community
* Leadership skills to enhance the motivation and direction of children’s services staff
* Ability to gain co-operation and discuss and resolve problems
* Ability to work collaboratively with other professionals and services.
1. **QUALIFICATIONS AND EXPERIENCE:**

Essential:

* A Diploma of Teaching (Early Childhood) or Bachelor of Education (Early Childhood Studies)
* Substantial relevant experience in early years services, including working in kindergarten programs and with children who have additional needs
* Current Victorian Drivers Licence
* Current Police Check and Working with Children Check or VIT.

Desirable:

* Extensive experience in the children’s services sector
* Qualification in Special Education/Early Childhood Intervention or equivalent
* Experience working in a multi-disciplinary team.
1. **PHYSICAL REQUIREMENTS OF THE POSITION**

**TASK** **ANALYSIS**

In the course of his/her duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

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| **Condition/Activity** | Constant | Frequent | **Occasional** | **N/A** |
|  |  |  |  |  |
| Manual handling weights -above 10kgs -below 10kgs | ( )( ) | ( )( ) |  ( ) (✓) | ( ) ( ) |
| Manual handling frequency | ( ) | ( ) |  ( ) | ( ) |
| Repetitive manual work | ( ) | ( ) | ( ) | (✓) |
| Repetitive bending/twisting | ( ) | ( ) | (✓) | ( ) |
| Working with arms above head | ( ) | ( ) | ( ) | (✓) |
| Lifting above shoulder height | ( ) | ( ) | (✓) | ( ) |
| Using hand tools – vibration/powered | ( ) | ( ) | ( ) |  (✓) |
| Operating precision machinery | ( ) | ( ) | ( ) |  (✓) |
| Close inspection work | ( ) | ( ) | ( ) |  (✓) |
| Wearing hearing protection | ( ) | ( ) | ( ) |  (✓) |
| Wearing eye protection | ( ) | ( ) | ( ) |  (✓) |
| Working in dusty conditions | ( ) | ( ) | ( ) |  (✓) |
| Working in wet/slippery conditions | ( ) | ( ) | (✓) | ( ) |
| Wearing Gumboots | ( ) | ( ) | ( ) |  (✓) |
| Wearing safety shoes/boots (steel cap) | ( ) | ( ) | ( ) |  (✓) |
| Working with chemicals/solvents/detergents | ( ) | ( ) | ( ) |  (✓) |
| Washing hands with soap (hygiene) | ( ) | ( ) | (✓) | ( ) |
| Working at heights | ( ) | ( ) | ( ) |  (✓) |
| Working in confined spaces | ( ) | ( ) | ( ) |  (✓) |
| Working in chillers (+4 degrees C) | ( ) | ( ) | ( ) |  (✓) |
| Performing clerical duties | ( ) |  (✓) | ( ) | ( ) |
| Working on a keyboard | ( ) |  (✓) | ( ) | ( ) |
| Driving cars and/or trucks | ( ) |  (✓) | ( ) | ( ) |
| Other (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ( ) | ( ) | ( ) |  ( ) |

Other special features (e.g. nature of chemicals, travelling requirements, etc):

* Fieldwork is an inherent component of the position, this mainly involves conducting site visit to Children’s Services in Moreland

 **KEY SELECTION CRITERIA**

* A Diploma of Teaching (Early Childhood) or Bachelor Education (Early Childhood Studies) and preferably Special Education or equivalent.
* Substantial relevant experience in the children’s services sector, in particular working in kindergarten programs and with children in the priority groups.
* Clear understanding of the role and responsibilities of the PSFO.
* Excellent interpersonal skills and proven ability to communicate (both verbal and written) effectively and collaboratively with a range of professionals and services.
* Demonstrated ability to embrace a capacity building role within the children’s services sector.
* High level of initiative, task focussed, outcome driven and able to project manage work without direct supervision.
* Computer skills, Microsoft Office, Excel and Internet skills.
* Current Victorian Driver’s Licence.
* Current Police Check and Working with Children Check.

**SIGNATURE PAGE**

**This is to certify that the position description has been drawn up/reviewed by both employee & Supervisor/Manager.**

######  Date / /

**(Staff member’s signature)**

 **Date / /**

**(Supervisor/Manager’s signature)**

**Please send original signed document to the HR Officer (Human Resources) and also forward an electronic version to be filed in the Position Description database.**