

Moreland City Council

### POSITION DESCRIPTION



<b>POSITION TITLE:</b>	Kindergarten Outreach Officer (Funded as Culturally and Linguistically Diverse (CALD) Outreach Officer)
<b>POSITION NO</b>	3685 – 6 Month Position (24 hours per week)
<b>CLASSIFICATION:</b>	Band 6
<b>AWARD / LWAA:</b>	Moreland City Council Enterprise Agreement
<b>DEPARTMENT:</b>	Community Development
<b>BRANCH:</b>	Early Years and Youth
<b>WORK UNIT:</b>	Children's Services Unit
<b>REPORTS TO:</b>	Early Years Coordinator
<b>SUPERVISES:</b>	Bi-lingual Contractors or Interpreters as required
<b>PREPARED BY:</b>	Early Years Coordinator
<b>APPROVED BY:</b>	Children's Services Unit Manager

Moreland's Values are mine!



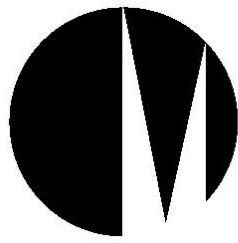
*As an employee of Moreland City Council, you are required to observe all Policies, Codes of Conduct, use and wear personal protective clothing and equipment (where applicable) and follow work instructions and relevant regulations.*

*Moreland City Council is committed to being a Child Safe organisation and has zero tolerance for child abuse.*

**DATE CREATED: February 2021**

**DATE MODIFIED:**

**D21/99796**








## INTRODUCTION

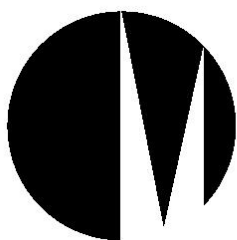
Moreland's vision is to create a city where infants and children feel connected through a strong sense of place and can enjoy all the city has to offer and participate fully in all aspects of community life. Council aims to create environments that are welcoming, stimulating and safe and where children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

### 1. POSITION OBJECTIVES:

To support vulnerable culturally and linguistically diverse (CALD) children and their families to attend kindergarten and transition to school. This support aims to address the short-term impact on COVID-19 on disrupted engagement with early childhood education.

Work directly with families and services to address engagement barriers and support inclusion and ongoing participation in education.

Value	Statement
	We acknowledge our main purpose is to work with our Community and customers
	I will support and value others
	I take pride in my work and am responsible for doing it well
	I will do what I say
	We will work within and across the organisation to achieve community outcomes



## **2. KEY RESPONSIBILITY AREAS:**

### **2.1 Service Delivery**

Engage with CALD families, early years services and support agencies to progress the following key deliverables for at least 20 vulnerable CALD families across the municipality:

- Maximising attendance at kindergarten.
- Successful transition support for children who have commenced school in 2021.
- Increased kindergarten enrolments for three and four-year-old children in 2021 (including practical support with enrolment) through promotion of Free Kinder initiative and Early Start Kindergarten for refugee and asylum seeker children.
- Increased engagement by vulnerable CALD families in other early childhood supports available and accessible in their local area, for example playgroups and Maternal and Child Health.

### **2.2 Staff Supervision**

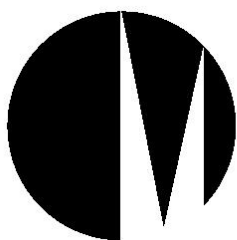
- May be required to supervise bi-lingual contractors or interpreters.

### **2.3 Program Service Development**

- Outreach to the CALD Community and support agencies, early years providers, Maternal Child Health, Playgroups and other relevant organisations to promote the program and assist families to engage in kindergarten programs and transition to school.
- Attend and participate in working groups, promotional events and other relevant meetings promoting and assisting increased participation and attendance rates for CALD children in kindergarten programs.
- Increased engagement by vulnerable CALD families in other early childhood supports available and accessible in their local area for example playgroups and Maternal Child Health Support and Inclusion.
- Increase enrolments for three and four-year-old kindergarten CALD children in 2021 (including support with enrolment) through promotion of Free Kinder initiative and Early Start Kindergarten for refugee and asylum seeker children.

### **2.4 Team Leadership**

- Lead the development, implementation and evaluation of the CALD Outreach Project.
- Facilitate links with support agencies and kindergarten providers to promote kindergarten programs and inclusion of CALD families.
- With the support of bi-lingual consultants facilitate outreach to CALD families to outline the importance of early childhood education and encourage effective participation in kindergartens and transition to school.
- Provide leadership support to kindergartens to include CALD families in their program.



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- Contribute to the Transition Network facilitated to improve relationships between the early years and primary schools.
- Undertake needs analysis and respond to staff needs for training.

### **2.5 Network and Liaison**

- Build collaborative relationships with early years providers, primary schools and agencies supporting CALD communities in Moreland.
- Support successful transition process for children starting kindergarten or school (including support with enrolment).
- Liaise with CALD Outreach Officers in other municipalities and Department of Education and Training (DET) Officers supporting the project.

### **2.6 Administration**

- Develop systems for the regular collection of data, which can be used to monitor the performance of the project.
- Prepare accountability reports as required by Council, external funding bodies in accordance with funding guidelines, accountability requirements and policies and procedures.
- Ensure the project is in line with agreed financial resources.
- Monitor service demands and highlight pertinent issues to Council and funding bodies.

### **Continuous Improvement**

- Implement and maintain Continuous Improvement System standards and procedures.

### **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**

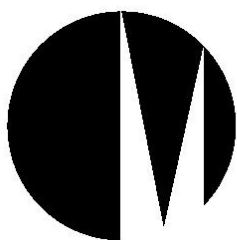
- Incorporate Council's environmental sustainability objectives and targets into this project.
- Promote and participate in a culture of environmental sustainability.

### **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.



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### 3. ORGANISATIONAL RELATIONSHIP:

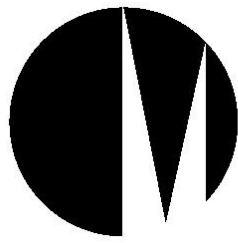
<b>Reports to:</b>	Early Years Coordinator
<b>Supervises:</b>	Bi-lingual contractors and Interpreters
<b>Internal Liaison:</b>	Children's Services Unit Team Maternal and Child Health Nurses Other Early Years and Youth Branch Staff Other Council staff as appropriate.
<b>External Liaison:</b>	Citizens and service users Kindergarten and early years staff Committees of Management and Early Years Managers Department of Education and Training Moreland Teachers' and Transition Network Primary Schools/Special Development Schools CALD Support Agencies NDIS Merri Health Service HIPPY Coordinator Other relevant support agencies.

### 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)

### 4. ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Responsible for supporting and resourcing the early years providers with the authority to act within policies, procedures and established guidelines.
- Responsible for promoting the kindergarten programs and guidelines.
- Ability to exercise initiative and make decisions on routine and procedural matters.



**5. JUDGEMENT AND DECISION MAKING:**

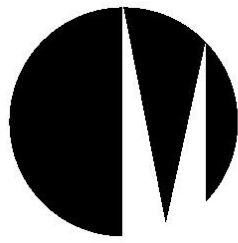
- Make decisions in accordance with project objectives and kindergarten guidelines.
- To resource, guide and build the capacity of services in the day-to-day tasks of educating children in the priority groups.
- To support early years staff to make decisions relating to the involvement of, and referral to, other professionals, as required.
- To assist and support services to develop programs appropriate to the needs of individual children in their service.
- To resource staff with appropriate material and training opportunities.
- Guidance, support and advice is always available.

**6. SPECIALIST KNOWLEDGE AND SKILLS:**

- Demonstrated experience and understanding of the operations of early years services.
- Fluent in written and spoken Arabic and/or Urdu
- Knowledge of child health and education issues impacting the wellbeing of children.
- Knowledge of child development and management with well-developed observation skills.
- Understanding of the philosophy and practices of inclusion and the impact of culture on children, families and services.
- Knowledge and understanding of community organisations and an ability to work positively with management committees, early years managers and service providers.
- Ability to work collaboratively with families and services using strength-based approaches and reflective practice.
- Current Victorian driver's licence.
- Current Police Check and Working with Children's Check or VIT.

**7. MANAGEMENT SKILLS:**

- High level of interpersonal communication skills (written and verbal) to facilitate collaboration and partnerships.
- Ability to manage own time and achieve goals within a specified time period.
- Ability to work independently and within a team in a constructive and collaborative manner.
- Experience in project management desirable.
- Ability to maximise opportunities to support inclusive practice.
- Skills and knowledge regarding use of interpreters.

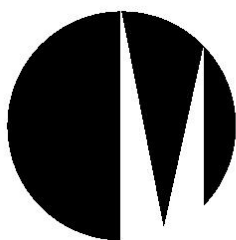


**8. INTERPERSONAL SKILLS:**

- High level of communication skills, both written and verbal to communicate meaningfully with staff, families and support agencies.
- Ability to write relevant reports and prepare external correspondence as required.
- Leadership skills to enhance the motivation and direction of early years staff.
- Ability to gain co-operation and discuss and resolve problems.
- Ability to work collaboratively with other professionals and services.

**9. QUALIFICATIONS AND EXPERIENCE:**

- Tertiary qualifications in early years, Community Development or related field.
- Extensive demonstrated experience, knowledge and understanding of early years programs.
- Ability to motivate, support and resource early years providers.
- An understanding of cultural diversity, beliefs, values and needs of a culturally and linguistically diverse community.
- Excellent facilitation and engagement skills.
- Current Victorian driver's licence.
- Current VIT or Working with Children's Check.
- Current Police Check.



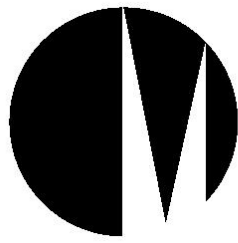
## 9. PHYSICAL REQUIREMENTS OF THE POSITION

### 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.

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/powerful	( )	( )	( )	(✓)
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). Fieldwork is an inherent component of the position, this mainly involves conducting site visit to early years services in Moreland.	( )	(✓)	( )	( )

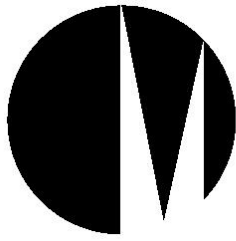




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#### **KEY SELECTION CRITERIA**

- Tertiary qualifications in early years or related field.
- Extensive relevant experience in the early years sector, in particular working with children in the priority groups.
- Clear understanding of the role and responsibilities of a Kindergarten Outreach Officer.
- Excellent interpersonal skills and proven ability to communicate (both verbal and written) effectively and collaboratively with a range of professionals and services.
- Computer skills, Microsoft Office, Excel and Internet skills.
- Current Victorian Driver's Licence.
- Current Police Check.
- Current VIT or Working with Children Check.



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**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.**