# POSITION: Early Years Engagement Officer

CLASSIFICATION: Band 5

EMPLOYMENT STATUS: Fixed Term Part Time (0.6 EFT) ceasing March 2021

**THE ORGANISATION**

South Gippsland is a place like no other. We have a diverse community and economy set in a magnificent natural environment.  We serve our people with genuine well-meaning and strive always to deliver the best outcomes we can.

We are passionate about building and sustaining a great workplace, principled leadership, and providing great opportunities.  Our values are present in what we do and how we do it.  With a renewed focus on innovation and collaboration, valuing difference and a belief that teams can achieve amazing things, there is a lot to look forward to.

We want to genuinely make a difference to the lives of all those who touch our community, and be part of creating ‘a great place for us’.

**Click** [**HERE**](http://www.southgippsland.vic.gov.au/organisationalstructure) **to view Councils entire organisation chart**

**THE POSITION**

This position forms part of Council’s Community Support Program and will deliver much need support to children and families experiencing vulnerability during COVID19.  The position seeks to support families, many with complex needs or impacted by COVID19 restrictions, to re-engage with universal services.  This role will identify and connect children and families experiencing isolation and vulnerability, working closely with local Maternal and Child Health Nurses, Immunisation, Kindergartens and Schools. This role will promote positive health, education and wellbeing outcomes and increase parenting skills.

The Children and Family Services Unit is responsible for Maternal & Child Health, Pre-School Inclusion, Immunisation, Support Playgroup, Kindergarten Central Enrolment and Early Years Infrastructure Planning

The key position purpose of this role include –

* + To identify and connect children and families experiencing isolation and vulnerability during the pandemic.
  + To facilitate connections to services aimed at the promotion of children’s learning and increase parenting skills.
  + Develop and promote effective linkages between early years programs, health care and parent/family support agencies.
  + Evaluate and report on project activities and outcomes.
  + Contribute to the maintenance and auditing processes of Council’s safety management system including electronic records management system.

The key responsibilities of this role include –

* + Report on Community Support Package program initiative.
  + Engage hard to reach families with complex needs who are experiencing disengagement from services during COVID19.
  + Develop proactive strategies to engage with the target group.
  + Provide developmentally appropriate advice for children.
  + To increase parent confidence, capacity and connectedness to the community.
  + Support and advocate positive parenting approaches.
  + Promote and support participation in MCH, kindergarten, immunisation programs and family services
  + Link with services in order to build pathways into MCH, supported playgroup, immunisation, kindergarten, and school transition programs.
  + Promote improved outcomes for children, increase parent confidence and capacity and support the establishment of social networks.
  + Develop promotional and other relevant resources.
  + Ensure all administrative and reporting requirements are completed and submitted to the organisation within the appropriate timeframe of the CSP initiative.
  + Use principles of best practice to provide an innovative and responsive program.
  + Maintain current and accurate case notes, records and statistical data required for monthly reporting of the CSP initiative.
  + Undertake review and evaluation of the program at the conclusion of program.

Please follow the links provided for further information on:

* South Gippsland Shire Council [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)
* South Gippsland region [www.visitpromcountry.com.au](http://www.visitpromcountry.com.au)
* Gippsland region [www.visitvictoria.com/Regions/Gippsland](http://www.visitvictoria.com/Regions/Gippsland)

To seek further information on this position, or to discuss this employment opportunity further, please contact Sally Baker, Coordinator Children and Family Services (03) 5662 9200

**ROLE REQUIREMENTS AND RELATED COMPETENCIES**

**Judgement & Decision Making Judgement & Decision Making**

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| Accountability & Extent of Authority | |
| Band 5 (Generic) | Role Specific |
| * Resource supervision – freedom to act set by clear objectives and/or budgets, frequent consultation & regular reporting * Specialist advice or regulate clients – subject to close supervision or clear guidelines * Direct support & assistance – freedom not limited simply by standards & procedures | * + This position is responsible for the planning and delivery of the Early Years Engagement program.   + The freedom to act is governed by clear objectives and budgets with frequent prior consultation with the Coordinator of Children and Family Services and a regular reporting process to ensure adherence to funding objectives.   + Ability to meet deadlines and resolve issues with limited supervision.   + Accountable to act in accordance with the Councils policies and procedures. Where you do not know, you are obliged to find out.   + Accountable to complete the requirements of the role, work as a valued member of the team, and do your best for the community and the Council.   + Demonstrate commitment to support and embrace a continuous improvement environment and culture within the organisation.   + Accountable to demonstrate and encourage appropriate safety practices, report inappropriate behaviours and incidents, participate in training provided, improve work practices to reduce risk.   + Accountable for ensuring all assigned work is completed within agreed timelines and specifications. |

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| Judgement & Decision Making | |
| Band 5 (Generic) | Role Specific |
| * Objectives usually well defined * Some problem solving using guidelines, professional/technical knowledge or experience * Problems may be complex & require creativity & originality * Guidance & advice usually available within time to make a choice | * + This position essentially requires a high level of problem solving and communication skills.   + The incumbent will be required to make professional and sometimes-complex judgement with guidance as required. Solutions not related to previously encountered situations and some creativity and originality is required.   + Apply professional knowledge and experience in working in partnership with other agencies and the community.   + Apply professional knowledge in decision-making.   + Guidance and advice usually available within time to make a choice.   + Problems are occasionally of a complex nature with advice readily available from the Coordinator Children and Family Services. |

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| Specialist Knowledge & Skills | |
| Band 5 (Generic) | Role Specific |
| * If interpreting regulations, will require an understanding of underlying principles as distinct from practices * Support employees * Understand long term unit goals & appreciation of wider organisation goals | * + Demonstrated skills in complex project management including design, coordination, implementation and evaluation.   + An understanding of strength-based practice with families.   + Good communication skills with the ability to relate with people from diverse backgrounds.   + Understanding of early childhood development and community services issues.   + An understanding of the function of the position within its organisational context, including relevant policies, regulations and precedents.   + An understanding of the long-term goals of the unit and an appreciation of the goals of the wider organisation is required.   + Demonstrated ability to use computers efficiently including Word and Outlook.   + Ongoing development of skills and knowledge through attending professional development programs and taking a proactive approach to continually improving skills and abilities. |

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| Management Skills | |
| Band 5 (Generic) | Role Specific |
| * Skills in managing time, planning, organising own work & setting priorities * Achieve specific objectives within available resources & timetable * If supervising – able to implement EEO, OH&S & training/development | * + Effective planning and work management skills including demonstrated ability to set priorities, organise workloads, and monitor performance to achieve defined project goals and objectives within required timelines.   + Ability to work effectively within a team environment.   + Understanding of, and ability to implement personnel practices including equal opportunity and health and safety, training and development.   + Ability to adapt to change in the work area.   + Ability to coordinate a range of department projects/tasks concurrently.   + Ability to solve problems through discussion and team work. |
| Interpersonal Skills | |
| Band 5 (Generic) | Role Specific |
| * Write reports in field of expertise and/or prepare external correspondence | * + Ability to work collaboratively and engage co-operation and assistance from others.   + Ability to relate effectively with people from diverse backgrounds and abilities, families, community groups and professionals.   + Highly developed verbal and written communication skills.   + Ability to use own initiative, exercise appropriate personal judgement, and maintain high levels of personal motivation.   + Demonstrated ability to effectively work independently and also as a member of a cohesive team.   + Ability to represent Council in a positive and professional manner.   + Must be able to maintain confidentiality.   + Strong customer service focus.   + Discuss, analyse and resolve issues within the scope of this role across all levels of council. |

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| Qualifications & Experience |
| * + Tertiary qualifications in Early Childhood (as defined in Regulation 25 of the Children’s Services Regulations 1988)/Community Services or lesser formal qualifications.   + Experience working within the early childhood/community services sector.   + Experience in Microsoft Word, and Outlook and experience with electronic records management.   + First Aid Level 2.   + Current Working with Children Check.   + Current Victorian Drivers licence.   + Satisfactory Police Check. |
| Role Specific Selection Criteria |
| * + Tertiary qualifications in Early Childhood (as defined in Regulation 25 of the Children’s Services Regulations 1988)/Community Services or lesser formal qualifications   + Experience working within the early childhood/community services sector.   + Demonstrated ability to be flexible, responsive to a range of situations, and to show initiative and creativity in the delivery of project activities and/or implementation.   + Ability to relate effectively with people from diverse backgrounds and abilities, families, community groups and professionals.   + Demonstrated effective interpersonal and written communication skills.   + Demonstrated ability to use computers efficiently including Word and Outlook.   + Ability to work with limited supervision in a variety of work settings.   + Current Victorian Drivers licence.   + First Aid Level 2 – or the ability to undertake the course. |