

CLASSIFICATION:	Band 6
OCCUPANT:	VACANT
DATE:	January 2023

POSITION CONTEXT & OBJECTIVE(S):

Warrnambool City Council (WCC) provides a broad range of services to support children and families across the South West. The Children's and Family Services Plan provides the strategic framework for guiding services to achieve our vision:

Young children & families in the City of Warrnambool will have access to inclusive, quality education & care opportunities that will enhance their wellbeing & development to ensure they lead happy, healthy, well supported lives which allow them to grow and reach their full potential.

The Early Years Engagement officer will provide additional support to vulnerable families who have children transitioning in early years services or from Kindergarten into Primary School. The EYEO will work with and alongside WCC kindergarten services, local Primary Schools, specialist support services and families within the Warrnambool City Council area. This position will assist in the coordination, and development of individual education transition plans that supports the family to keep children engaged in education services. The position will look at ways to eliminate or reduce the barriers to access and participation, encourage parent engagement in their child's education and ensure support services are in place to support families and keep children engaged. The position will work predominantly with children and families currently enrolled in Warrnambool City Council services.

The EYEO will engage with key stakeholders and networks to develop referral pathways and will support families by providing information on support services and if agreed, advocate for the referral.

Our child safe statement

Children's & Family Services are committed to being a child safe organisation and has zero tolerance for child abuse. We recognise our legal and moral responsibilities in keeping children and young people safe from harm and promoting their best interests. Our commitment is to all children aged up to 18 years:

- The cultural safety of Aboriginal and Torres Strait Islander children, culturally and linguistically diverse children, and to the safety of children with a disability.
- Aim to create enriching experiences for children and want them to feel safe, happy and empowered within our services.
- Create environments where all children have a voice, can be heard and listened to, their views are respected and they contribute to how we plan for, design and develop our services and activities.
- Having policies, procedures and training in place to support our staff, volunteers and contractors to achieve our commitments to your child and family

KEY RESPONSIBILITIES AND DUTIES:

- Improve access to early years Kindergarten services and increase retention for children experiencing vulnerability, by providing pathway support and minimising barriers
- Outreach to families to work through any concerns or practical barriers that might be preventing or limiting children's attendance in Kindergarten
- Improve access and support to early years kindergarten services within Warrnambool City Council for children and families experiencing vulnerability
- Assist families, WCC services and schools in the development of children's Individualised Education Support plans based on family needs, concerns and priorities.
- Assist families, WCC services and schools in developing goals, outcomes and identifying appropriate support services. Assist with the coordination of supports and services and monitor service delivery and family satisfaction with these services.

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ACCOUNTABILITY



COLLABORATION



RESPECTFULNESS



PROGRESSIVENESS



WELLBEING

- Identify and assist with referrals to appropriate support services and other community resources as needed.
- Assist families with all aspects of the transition process into early years services and from kindergarten to school especially with identifying and breaking down barriers to access and participation.
- Collaborates with community partners in order to facilitate the delivery of services to children and families.
- Assists parents in developing skills needed to advocate on behalf of their children,
- Collaborates regularly with teachers on childrens progress, attendance and other relevant concerns
- Facilitates parent education program/classes as identified and required.
- To work with WCC services, schools, families and other agencies across a range of services, to assess support needs and develop, implement and review transitional support plans.
- Communicate and engage with MCH as required.
- To work closely in partnership with a range of support services and assist families to access, build and maintain effective relationships with them.
- Strong knowledge in Aboriginal and Torres Strait islander and CALD culture and sensitivities
- Share advice, data and contribute to the evaluation, reporting and continuous improvement of the role
- To develop ways of fostering resilience in families through individual sessions, part and whole family sessions, social and educational activities.
- To ensure that family support work is sensitive to the needs of adults whilst the needs and wishes of children remain paramount.
- To identify and monitor closely any child protection issues and to notify management of any concerns immediately.
- To keep excellent service user records, write reports and ensure information is always maintained and up to date.

KEY SELECTION CRITERIA:

All applicants are required to respond to the following bullet points in their application:

- Tertiary qualification in early years, primary school or social work.
- Knowledge of the school system and interactions with local schools.
- Demonstrated experience working with vulnerable people and families, including work with children, parents/carers, kindergartens and schools.
- Ability to work collaboratively with families, WCC early years services, schools and other stakeholders to achieve improved outcomes for children who are disengaged, or at risk of disengaging from services.
- Ability to work with WCC services and schools to build their professional knowledge of case management, wellbeing supports and external services and agencies.
- Ability to support teams to design and plan strategies, interventions and adjustments for children.
- Ability to contribute advice to management on approaches to strengths-based family interventions based on sound conceptual, research and analytical skills.
- Have an understanding of the barriers and challenges parents may face when trying to support the needs of their child to access and participate in education.
- Ability to work collaboratively with families in order, to identify their support needs and then plan,

The qualifications, skills and experience outlined in this position description are ideals to which the occupant will aspire. Unless specifically stated, they are not absolutely essential.

GENERAL EMPLOYMENT PROBITY CHECKS:

The incumbent must have and maintain a current Fit2Work (Police Records):

YES

The incumbent must have and maintain a Working with Children Check:

YES

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ORGANISATIONAL RELATIONSHIPS:

Reports to:	Service Manager, Early Years Learning and Development
Supervises:	N/A
Internal Contacts:	Early year's services including Maternal and Child Health, Childcare, Family Day Care, Parenting and Specialist Family Services. Relevant officers across Council directorates such as finance, organisational development, information technology
External Contacts:	Members of Regional Early Years Networks, Department of Education and Early Childhood, Primary school networks, Specialist Children's Services, Mpower, Child and Family Services Alliance, Warrnambool West Primary School, Gateways.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Accountable to the Service Manager of Early Years Learning and Development.
- Has the authority to take such action as is necessary to ensure that the health and safety of children and their families are maintained within the service and on approved activities outside the service

JUDGEMENT AND DECISION MAKING:

- Responsible for informing the Service Manager Early Years Learning & Development of any service developments, difficulties and opportunities.
- The position is required to exercise independent judgement and problem solving skills.
- Line management advice and support is available within reasonable timeframes required.
- Participate as part of a team in helping to establish priorities, plan and implement service initiatives.

SPECIALIST KNOWLEDGE AND SKILLS:

- An understanding of the issues related to families at risk, including child safety and wellbeing and a commitment to strengths based and solution focus work with families.
- Assertive engagement skills in creating and sustaining dynamic and productive relationships to maximise outcomes.
- Competency in assessment and referral with the skills to liaise with other agencies working with families experiencing vulnerability and trauma.
- Understanding of Child Safe standards and obligations required in relation to reportable conduct.
- Knowledge of the needs of vulnerable children, children with disabilities, children from cultural and linguistic diverse backgrounds (CALD) and children from Aboriginal and Torres Strait Islander background.

MANAGEMENT SKILLS:

- Demonstrated ability to work co-operatively and effectively within and across teams, programs and other services to enhance client outcomes.
- Resilient and competent in self-management with a high level of organisational and time management skills with the ability to set priorities
- Demonstrated capacity for innovation, flexibility and the ability to assess and implement successful solutions.
- Highly developed written, verbal, and interpersonal skills including the ability to respond openly and effectively with people and/or children with multiple and complex needs.
- Proficient in the use of MS Office, databases and knowledge of a range of IT programs.

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INTERPERSONAL SKILLS:

- A positive, collaborative and constructive approach to working with others.
- Effective listening and communication skills
- Enables a culture of respectful relationships and behaviour across the organisation

QUALIFICATIONS AND EXPERIENCE:

- A relevant tertiary or diploma qualification in early years education, primary school or social work, psychology, behavioural sciences, relatable to the human services sector and early childhood education.
- Substantial experience/knowledge of the Early Childhood Education and care sector.
- This role requires a current Working with Children Check, Police Check and Victorian Drivers Licence.

TERMS AND CONDITIONS OF EMPLOYMENT:

The Terms and Conditions in this Position Description are to be read in conjunction with the Warrnambool City Council Enterprise Agreement.

AGREEMENT:

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.

Name:	
Signature:	
Date:	