

SOUTH BURNETT CTC INC POSITION DESCRIPTION

EARLY CHILDHOOD EDUCATOR PATHWAYS FOR EARLY LEARNING AND DEVELOPMENT PROGRAM CTC RENEW EARLY YEARS SERVICE – CTC YOUTH & FAMILY SERVICES

Position Type	Full Time (38 hours per week) – flexibility and accountability is required in how these hours are worked – the spread of hours per week day can range between 6.00am and 8.00pm
Coverage	South Burnett including Cherbourg
Target Group	Parents/carers and their children from birth to 5 years who are at risk of not achieving developmental milestones and/or being school ready
Based at	Kingaroy
Reports to	RENEW IFS & EYS Team Leader
Headquarters	South Burnett CTC Inc, 6 Cornish Street/PO Box 490, Kingaroy 4610
Award Conditions	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS). QCSCA Transitional Pay Equity Order (TPEO) Level 3 (from \$30.04 per hour) or Level 4 (from \$35.18 per hour) depending on qualifications and experience. Salary packaging.

Program Purpose

To embed evidence-based early learning and development programs alongside the CTC RENEW Intensive Family Support Service (IFS), targeting vulnerable families with children aged birth to five years who are experiencing multiple and complex needs.

Program Model

The RENEW Early Years Service (EYS) is a consent based, case management program in which specialist staff work collaboratively with families to identify and prioritise their presenting needs and provide intensive support interventions and engagement with specialist services.

Pathways for Early Learning and Development (PELD) is delivered as an integrated, cross-disciplinary and multi-generation service model incorporating:

- Evidence-based early learning and development programs
- Qualified early childhood educators working alongside human services staff
- Low staff to child ratio
- A combination of group (ie. supported playgroup) and individual (ie. home visiting) early learning support
- Facilitated activities to ensure parents' active and regular involvement
- Transport solutions for families
- Provision of healthy food and health-related learning experiences (eg. cooking workshops, nutrition and wellbeing programs)
- Supported access to child health specialists, especially speech pathologists and occupational therapists
- Supported transition to early childhood education and care services and formal schooling

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EYS delivers two types of support:

- Families involved in group work or training. Early Childhood Educators work as a team to run three group programs per week
- Families who are in need of intensive support. Early Childhood Educators will provide specialist assistance alongside family support workers or through their own holistic intervention

EYS employs two Early Child Educators who work holistically utilising their individual specialities:

- One as a specialist in early childhood education providing support to children
- One as a family worker providing support to families

The Early Child Educators work together in delivering programs and training and provide specialist support to families based on identified need either together or separately.

Program Outcomes

- Strengthened resilience and protective factors such as parenting capabilities and problem solving
- Improvements in child development
- Improvement in school readiness
- Increased access to other services that families may require

Early Childhood Educator Requirements

- Working with Children Blue card or ability to acquire
- Ability to meet and maintain any other current and future relative legislative benchmark requirements
- Tertiary qualifications (University level, 3 or 4 year degree) in Early Childhood Education or a related field
- Understanding of childhood developmental milestones and the impact of trauma
- Ability to use a structured program to work with families (Parents as Teachers Program)
- Ability to use a variety of tools to engage children and families
- Ability and willingness to provide practical in home support to families through a strength based approach
- Ability to respond in a culturally sensitive way to service users and community need
- Ability to uphold cultural protocols and maintain community support
- Ability to form local networks (both government and non-government) with other organisations delivering support services
- An understanding of the Child Protection Act 1999
- An understanding of the Human Services Quality Framework (HSQF)
- Experience in compiling case notes, safety plans, risks assessments and support plans
- An understanding of and ability to undertake assessments as per the Collaborative Assessment and Planning Framework
- Time management and IT competency to ensure all client case notes are compiled and plans and other requirements are reviewed within the appropriate timeframes and that complete client files are kept up to date on a data capture system
- Demonstrated understanding of personal and professional boundaries
- Commitment to respecting the privacy and confidentiality of all stakeholders
- A Queensland open manual driver's licence

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- Current First Aid and CPR Certificates or ability to acquire

Duty Statement as Early Childhood Educators

- Complete case notes within 24 hours of contact with a client
- Utilise brokerage to achieve sustainable outcomes for families (brokerage must be approved prior to expenditure)
- As a team deliver three group programs a week
- Ensure programs are flexible to the requirements of families in the South Burnett region and include 123Magic and Emotion Coaching, Young Mums and Bubs Group and Trust Based Relational Intervention
- Use the structured home visit guide in the Parents As Teachers program to help families improve development centred parenting, family wellbeing and parent child interaction.
- Work with children and families on an intensive basis to help families with parent-child relationships, school readiness and developmental milestones
- Provide supported referrals to specialists including clinical or therapeutic services
- Provide referrals to existing programs/service networks and link families with early childhood education and health services
- Link families to supports such as housing, emergency relief, childcare and tutoring
- Work collaboratively with other services towards outcomes for clients
- Provide practical in home support such as developing daily routines, embedding behaviour strategies for children, play interactions, budgeting, shopping and cooking
- Participate in fortnightly RENEW Team Meetings to monitor that the service is meeting the needs of clients, the community and contractual outputs as outcomes and that strategies for continuous improvement are identified and implemented as required
- Maintain office systems and processes including vehicle checks, receipts fuel docketts
- Maintain CTC vehicles to the highest standard and ensure log books are completed upon use of car/s

Duty Statement as an Employee of CTC

- Adhere to all policies and procedures of CTC and relevant Government Contracts/MOAs/ Legislation/Acts/Guidelines
- Integrate with other programs and the ethos of CTC Inc
- Be an effective member of the RENEW team and other CTC teams
- Work independently and as part of a team in compliance with direction from management
- Attend and actively participate in all team and other relevant meetings and training
- Assist other staff in their duties
- Assist in maintaining a clean, hygienic and tidy work environment at all times
- Ensure all CTC resources and assets are used only as appropriate, accounted for and maintained in a safe, clean, hygienic and useable condition at all times
- Flexibility in regard to working hours and locations and preparedness to undertake complementary duties as required
- Manage fortnightly roster and timesheet through EmpLive Self Service System

More detailed duties will be arranged with the worker's supervisor in line with the requirements of the organisation and broadly consistent with the role, including any targets for outputs and outcomes directly related to the role.

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Service standards are to be in accordance with the ethos, mission, vision, policies and procedures of CTC and in strict adherence to licencing/contractual requirements.

As part of the RENEW Team, staff will have knowledge and understanding of other CTC services and contribute to the success of the organisation in its entirety.

Performance Measures

- Regular support and supervision with the Team Leader
- Performance will be reviewed prior to the end of a 6 month probation period and annually according to the details of this and any revised position descriptions.

I understand:

- the requirements of the position and agree to the terms and conditions as set out above
- more detailed duties are to be arranged with my supervisor in line with the requirements of the organisation and broadly consistent with the role

Employee Name **Signature**..... **Date** / / 18