**POSITION DESCRIPTION**

**CHILDREN AND SCHOOLING**

**EARLY CHILDHOOD PROGRAM**

**Project Objective:**

* To build the strengths, safety and well-being of families and their young children aged 0-5 by:
	+ Promoting positive early development for children under school age and for primary school children, through access to regular play-based learning sessions.
	+ Improving parents or caregiver’s knowledge, skills and capacity for parenting and sustaining family well-being.
	+ Reducing the impact of health, social and other issues on children’s development through prevention and early intervention strategies.
	+ Developing effective and sustainable links with community, welfare and government agencies in support of improved access for families with young children in crisis, particularly where there are high levels of child protection reports, domestic violence, drug and alcohol issues and financial crises.
* Parents remain with their children and are encouraged/required to interact with the children during the session. This program is not operated as a child care centre.

**Responsible to:** General Manager

**Main Duties/Responsibilities**

* Plan play-based learning sessions to the ages and developmental stages of children – offer cultural knowledge and education within the early childhood and primary school sector, and develop and prepare resources.
* Record all observations of each playgroup session.
* Keep records to monitor each child’s progress.
* Introduce appropriate cultural activities.
* Aim to improve where necessary, the parenting skills of the parents.
* Make referrals for parents to appropriate service providers.
* Provide support to Indigenous families.
* Provide relevant information to parents.
* Provide a safe and comfortable environment.
* Observe Occupational Health and Safety Standards.
* Transport parents/caregivers as required.
* Complete reports to the funding body.
* Engage with relevant community services.
* Attend meeting and workshops.
* Advertise and promote program activities.

**Other Responsibilities**

* Demonstrate and promote CHAC’s vision, mission and values within the organisation and to external clients
* Comply with CHAC’s policies and guidelines
* To have a sound understanding of the Work Health & Safety Act 2012 and take reasonable care for your own health and safety and ensure that an act or omission that you do does not adversely affect the health and safety of other persons.
* Maintain an active awareness of risk management issues and practices concerning the workplace and within the role that could cause concern, embarrassment or liability to CHAC.
* Ensure that you understand and display the requirements of the Privacy and Confidentiality policy.
* Actively participate in continuous improvement through change initiatives and identification of improvements in the delivery of the program
* Any other duties as required and within the competency of the position.

**Personal Attributes:**

* Display an attitude of discretion and integrity
* Mature pleasant disposition
* Ability to co-operate with other staff
* Motivated with the ability to work in team environment
* Effective communication skills and techniques with an ability to respectfully engage with and communicate concepts to others.
* Ability to build and maintain cooperative relationships
* High standard of ethics and integrity which inspires trust and confidence
* Enthusiasm and commitment to sustained effort through diligence and pursuit of high standards
* Commitment to ongoing personal and professional development which drives best practice
* Proactively utilises initiative, innovation and commitment to continuous improvement
* Ability to employ sound judgement and decision making amongst competing demands
* Ability to show initiative in planning and developing new ideas and approaches

**Essential Requirements are:**

* Have an understanding of Indigenous societies and culture and of the issues affecting Indigenous people in contemporary Australian society and the diversity of circumstances of Indigenous people.
* Certificate IV in Children Services is desirable.
* Understanding of and ability to interpret the relevant legislation relating to the industry.
* Experience working with young children in a professional capacity e.g. kindergarten, day care, family day care, primary school aged children
* Patient and caring – able to communicate with very young children i.e. get down to their level.
* An ability to plan, coordinate and implement programs.
* An ability to organise own work schedule, use initiative, set priorities, fulfil reporting requirements and work with limited supervision.
* An ability to work cooperatively with professionals in other related agencies.
* Ability to use judgement and initiative
* Effective communication, interpersonal and report writing skills, combined with the ability to build positive relationships with parents, children and team members.
* Demonstrated experience in working within a team environment
* High level verbal and written communication skills
* Proficiency in the application of computer packages
* Practical experience in Work Health and Safety and Risk Management
* Demonstrated excellent relationship management skills with the ability to be flexible and adaptable around changing client support needs
* Time management skills and the ability to develop, maintain and monitor own work program to meet deadlines.
* An ability to work cooperatively with professionals in other related agencies
* A current full Tasmanian Driver’s Licence.
* Current Level 2 First Aid Certificate
* Police and Working with Children clearances will be required