



# Position Description

## Early Childhood Worker (Casual)

Early Intervention and Counselling Services  
July 2022

### Agreement

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Signed – Manager

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Signed – Employee

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Date

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Date

**Do all the good you can**  
because every life matters



# Early Childhood Worker (Casual)

## 1. Overview of Wesley Mission

Wesley Mission is a Christian organisation that has been caring for people for over 200 years, continuing the work of Jesus Christ in Word and deed.

### Our Vision

“Do all the good you can, by all the means you can, in all the ways you can, in all the places you can, at all the times you can, to all the people you can, as long as ever you can”.

### Our Mission

Continuing the work of Jesus Christ in Word and deed.

### Our Values

Out of Christian love and compassion we are driven by:

- Christlike servanthood
- Unfailing integrity, and
- Courageous commitment.

The organisational plan is based on five key result areas, namely:

- our clients
- our people
- our stakeholders
- our financials.

Our position descriptions and performance plans are aligned with these four key result areas.

## 2. Overview of Wesley Dalmar Child and Family

Wesley Dalmar Child and Family is made up of numerous teams that support the communities and the people in need. The various teams build resilience and strengthen capacity in the local communities where we work. Providing support to people using trauma-informed person-centred approaches in a holistic manner. We will actively seek to “Do All The Good We Can, By All The Means We Can, In All The Ways We Can, ...” for the whole of community. We are committed to local communities, the traditional owners, the new arrivals, the local people and Wesley Mission’s meaningful presence within the local space. We are committed to finding ways to support and address the local un-met need. We will identify and respond to hidden and emerging needs in our local communities.

Service areas and contracts include

- Assistance with Care and Housing
- Early Intervention and Prevention
- Newcastle Hub
- ParentsNext



- Emergency Relief
- Emergency Response
- Financial Counselling
- Financial Capability programs
- Gamble Aware programs
- Getting it Together
- Mums and Kids Matter
- Specialist Homelessness Services
- Youth AOD Health
- Young Healthy Minds
- Wesley Dalmar, an Out Of Home Care Service accredited by the Office of Children's Guardian and regulated by the OCG standards

### 3. Overview of role

The **Early childhood worker** will work in accordance with the Children's Services Award, Level 4.

Wesley Early childhood worker is funded under the Early Childhood Education Grants program. This position provides social, emotional, physical and educational support to children from Birth until 12 years old, whose parents access our Targeted Earlier intervention programs. Engagement with children may be either in a group setting or on a one to one basis.

All activities will be underpinned by evidence informed principles and work with the Targeted Earlier Intervention framework to achieve:

- **Learning through play** – All play activities will provide opportunities for children to develop motor skills (gross and fine), social and emotional competency and literacy and speech development
- **Cultural competence** – All group activities have a strong focus on promoting cultural diversity and community inclusion

#### Early Childhood Project

The early childhood project grants program aims to enhance children's early learning and developmental outcomes. The program supports early childhood education and care service providers to provide services such as playgroups, parent support and transition to school programs. The target group is children from birth up until the age of 12 years.

This position works in accordance with the Children's Services Award, Level 4.

#### Targeted Earlier Intervention Program

Vulnerable children have the best chance of leading a full and happy life if they live within families who give them life-long, stable, loving relationships, and if they belong to communities which cherish them<sup>11</sup>.

The vision for the TEI program is that:

- Families, children and young people's needs are met early to prevent the escalation of need
- Families are able to access support earlier in the lives of their children and young people, and are empowered to live independent, meaningful lives
- Risk factors that lead to child abuse, neglect, and domestic and family violence are addressed early



- Aboriginal children, young people, families and communities have access to timely, effective, accessible and culturally safe support and services.

With a focus on earlier intervention, the TEI program provides targeted services at the point where they can have the most impact - early in life and early in need. By encouraging community based solutions, alongside tailored formal supports, TEI services can ultimately prevent children and young people from entering the statutory child protection system.

## 4. Relationships

Reports to: Team Leader, Child and Family Services Western Sydney

Works with: Family Support Workers  
Key staff across all of Wesley Mission  
External services and agencies

## 5. Major Roles & Responsibilities

### 5.1 Our clients

- Plan and lead the implementation of quality early childhood development activities working within Start Strong guidelines and practice principles:
  - Be child, young person and family centred and build capacity for change
  - Use a strengths based approach to planning and implementation
  - Use a child wellbeing lens for holistic action
  - Employ a life course approach, using natural development phases and transition points as 'triggers' for service delivery (becoming pregnant, first 1,000 days of a child's life, mothers returning to work, entry into early learning, starting school, transition to high school, and so on)
  - Be flexible and reflect that families needs are not static, resulting in families transitioning in and out of hardship and disadvantage
- Work within evidence informed practice to provide services to the target group for the Targeted Earlier Intervention Program - vulnerable children, young people, families and their communities, within NSW.  
Within this broad target group, the TEI Program has three priority groups:
  - 0-3 year old
  - Younger parents (at least one parent is under 20 years)
  - Aboriginal children, young people, families and communities in NSW
- Actively supervise the children and instruct them in the appropriate use of equipment
- Deliver a range of activities that are designed to promote physical, social, emotional and intellectual development of each child.
- Supervise activities of children, ensuring physical and emotional safety at all times.
- Support and guide children's behaviour using positive strategies
- Assist in creating a warm, caring and collaborative environment for all children attending the service, through a warm, responsive and respectful manner
- Integrate children with special needs into the program and modify the physical environment if needed



- Share responsibility for the safety and hygiene of children within the service's environment, including, but not limited to ensuring appropriate cleaning and food handling practices
- educate children through demonstration of appropriate role modelling i.e. non-racist, non-sexist and non-aggressive in behaviour
- Provide feedback and support to parents about their child's experience during the group or one on one care.
- Maintain client confidentiality

### **5.1.1 Performance Measures**

- Achieve 90% client satisfaction
- Evidence that activities are evidence based and support the development of children
- Annual completion of Start Strong report

## **5.2 Our People**

- Complete Wesley Mission induction and orientation program and mandatory training
- Attend and participate in regular support meetings and team meetings
- Attend and participate in annual Employee Contribution & Development process. Continue tracking achievement of goals, documenting your progress on the Employee Contribution & Development template
- Commit to a continuing process of personal self-development, training and skills acquisition
- Work with leadership team to develop, implement, maintain and consistently review an evidence informed practice model
- Ensure all policies and procedures are understood and adhered to, seeking clarity with supervisor as required
- Be a part of creating a team culture of support and respect
- Promote and ensure adherence to Wesley Mission brand
- Ensure all Human Resource (HR) policies and procedures are understood and adhered to
- Regularly report to your supervisor on team issues such as resourcing needs, performance, training/development, disciplinary action, leave, Work, Health & Safety issues etc
- Identify and recommend opportunities to increase team satisfaction
- Attend all scheduled meetings

### **5.2.1 Performance Measures**

- Successfully achieved induction and orientation and mandatory training
- Adhere to HR policies and Procedures

## **5.3 Our Operations**

- Ensure meals and snacks provided by parents are within the Wesley Food Allergy Risk assessment guidelines
- Maintain knowledge of the emergency response plan if a child has an allergic reaction



- Maintain observation records of childrens development within identified learning outcomes
- Maintain accurate attendance record
- Comply with Wesley Mission incident reporting and WHS policy and procedures.
- Ensure the reputation and integrity of Wesley Mission is maintained at all time
- As an employee, be responsible under the Work Health & Safety Act for the health and safety of all persons you come into contact with, during employment. Perform WHS tasks as directed by supervisor
- Follow all Wesley Mission policies and procedures
- Promote the grievance procedure to all clients and respond in line with the Wesley Mission Grievance Procedure.
- Assist in set up and pack down of the centre, acitvites and events as required
- Fulfil duties associated with mandatory reporting guidelines in line with the Child Protection legislation and their service's policy

## **5.4 Our Financials**

- Wesley resources are maintained and serviced as required

### **5.4.1 Performance Measures**

- Wesley resources are well maintained including centres, vehicles and other equipment

## **6. Professional Responsibilities**

- As an employee, be responsible under the Work Health & Safety Act for the health and safety of all persons they come into contact with, during employment. All hazards and injuries must be reported through the normal process as set out in Wesley Mission's Work Health, Safety and Rehabilitation Quality Management System and site procedures
- In relation to Wesley Mission and the Uniting Church in Australia, attend such functions, meetings, seminars, training courses as directed by your supervisor
- Take responsibility for personal career development and training
- Participate in Wesley Mission's orientation program, so as to gain an understanding of, and promote, the application of the EEO, Affirmative Action, Privacy Act, Work Health & Safety Act and other relevant legislation
- Administer Wesley Mission's philosophy of care and other relevant policy documents as appropriate
- Demonstrate responsible stewardship of all resources, and willingness to report impropriety in keeping with the values of Wesley Mission
- Ensure the reputation and integrity of Wesley Mission is maintained at all times
- Maintain confidentiality

## **7. Selection Criteria**

To be successful in this position, candidates must possess the following:



### **Demonstrated Behaviours**

- Willingness to affirm Wesley Mission's vision, mission and values and enthusiastically advocate our Word and deed ministry
- Demonstrated ability to work unsupervised as well as an effective team player with a positive can-do attitude
- Relates well to a range of people with sound listening and problem solving skills
- Confident professional with strong initiative and business acumen
- Displays emotional maturity and resilience

### **Essential Criteria**

- Minimum diploma in Children's Services or equivalent (e.g. Certificate III or IV in Early Education and Care)
- Demonstrated ability to communicate with and build relationships with staff, parents and children
- Demonstrated ability to plan and deliver early childhood activities
- Hold a current first aid, Asthma and Anapylaxis management certificate or willingness to obtain.
- Ability to work effectively with Aboriginal and Torres Strait Islander and Culturally and Linguistically Diverse communities
- Willingness to affirm Wesley Mission's vision, mission and values
- Flexibility to work across Blacktown and Hills LGA
- Flexibility to work evenings and occasional weekends
- Current NSW or National driver's license and working with children's check
- Fully vaccinated due to Wesley Missions policy and procedures

### **Desirable Criteria**

- Knowledge of the local child and family support sector
- Understanding of the National Quality Framework and My Time Our Place, or willing to learn