



## POSITION DETAILS

Position Title:	Child and Family Consultant – School Readiness		
Job Type:	Part-time 2-Year Max Term Contract		
Reporting to:	Chief Executive Officer		
Location:	61 Thames Boulevard Werribee		
Classification:	Level 5.1		
Award or Agreement	SCHADS Award 2010		
Hours:	21 Hours per week Tuesday Wednesday and Thursday		
No of Direct Reports:	Nil	No of Indirect Reports	Nil

### Who we are

Quantin Binnah Community Centre Inc. is a “not-for-profit service hub” that offers a variety of services and programs to residents of the Werribee and surrounding community. These include Playgroup, 3Yr Kindergarten, 4 Yr. Kindergarten, Long Day Care, Before School Care, After School Care, Vacation Care, Adult Community and Further Education, a variety of Community Development programs, Maternal and Child Health services and Cafe QB.

### Position Purpose

The Child and Family Consultant is funded through the School Readiness Program and is responsible for the delivery of evidence- based assessment, counselling and case- management support including group-based intervention to 3Yr & 4 Yr. Kindergarten Families to develop a holistic approach to facilitate and enhance the 3Yr & 4 Yr. Kindergarten children’s school readiness.

## POSITION REQUIREMENTS

### Main Duties/Responsibilities

#### 1.1 Child and Family Work

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- Provide evidence- based assessment, counselling and case- management support to all QB 3Yr & 4 Yr. Kindergarten Families to develop a holistic approach to facilitate and enhance the 3 Yr. & 4 Yr. Kindergarten children’s school readiness
- Measure outcomes of intervention of school readiness program by conducting a pre-test (term 1) and post-test (term 2) analysis as part of the program evaluation
- Plan, develop and monitor the implementation of evidence informed interventions.

<p><b>1.2. Capacity Building</b></p> <p><b>1.3 Meet Compliance Standards</b></p> <p><b>1.4 Communication</b></p>	<ul style="list-style-type: none"> <li>• Partner and collaborate with a variety of organisations to develop internal and external referral points.</li> <li>• Facilitation of evidence based/informed and therapeutic/psycho – social groups for parents and children to support school readiness</li> <li>• Participate, assist and support the immediate and broader team to implement evidence-informed practice and ensure exceptional customer service and outcomes-based therapeutic support to clients.</li> <li>• Hold Case Conferences each term with each teacher to ensure holistic team support for the Kindergarten Children</li> <li>• Work collaboratively with the Kindergarten Teachers to everyone works in the best interest of the families and children to support school readiness</li> </ul> <p><b>1.2. Capacity Building</b></p> <ul style="list-style-type: none"> <li>• Work with Teachers to build capacity to identify risk and protective factors and share knowledge regarding intervention strategies to support children’s school readiness.</li> </ul> <p><b>1.3 Meet Compliance Standards</b></p> <ul style="list-style-type: none"> <li>• Ensuring processes and protocols are in place for compliance with all relevant legislation and policies and ensure that risks are being managed.</li> <li>• Develop and implement operational procedures.</li> <li>• Ensure all occupation health and safety requirements are met and mitigate any risks identified through risk management analysis.</li> </ul> <p><b>1.4 Communication</b></p> <ul style="list-style-type: none"> <li>• Engaging with a range of internal and external stakeholders to foster and sustain partnerships.</li> <li>• Provide monthly updates on the Work Plan to the CEO regarding the program development, implementation and ongoing management.</li> <li>• Ability to provide a range of verbal and written communications to suit individuals from a diverse range of backgrounds.</li> <li>• Meet initially weekly with the CEO regarding the program set up and then monthly with the CEO and Kindergarten Teacher</li> <li>• Meet each term with the Kindergarten Teachers and individually as required as a case conference to support the intervention plans.</li> </ul>
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<b>Qualifications, Skills and Abilities</b>	
<p><b>Key Selection Criteria Essential</b></p>	<ul style="list-style-type: none"> <li>• Bachelor Degree in Social Work.</li> <li>• Minimum of two years relevant experience in Social Work or Family Counselling.</li> <li>• Sound Knowledge of the VEYLDF and the NQF</li> <li>• Sound Knowledge of Early Childhood</li> <li>• Demonstrated success and experience in providing evidence- based assessment, counselling and case- management support to families with pre – school children.</li> <li>• Experience in planning and facilitating evidence based/informed therapeutic individual and group programs for children and families</li> <li>• Ability to adjust to meet the changing situations of the client group while maintaining focus on delivery and follow-through.</li> <li>• Hold Values in line with QB.</li> <li>• Demonstrate passion and enthusiasm for working with vulnerable children and their families.</li> <li>• High level skills in training and facilitation, negotiation, problem solving, relationship/conflict management and advocacy skills.</li> <li>• Ability to prioritise individual tasks, develop specific time lines and work autonomously without direct supervision.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to work collaboratively as a member of a team.</li> <li>• Sound stakeholder management and the ability to build and maintain strong, credible relationships with relevant stakeholders.</li> <li>• Confident communication skills, in written and verbal English, highly impactful influencing, negotiation, persuasion and problem-solving skills.</li> <li>• Highly organised with close attention to detail.</li> <li>• Ability to travel and work outside of standard working hours if required.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Post Graduate qualifications in Family Therapy, Child Development and Trauma.</li> <li>• Skills in using technology such as MS Office Suite and social media to promote services and support service delivery initiatives.</li> <li>• A flexible and personable approach with high levels of initiative.</li> <li>• Commitment to ongoing professional education and attendance at training sessions which may be outside normal working hours.</li> <li>• Victorian Full Drivers licence.</li> <li>• Own Motor Vehicle</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Satisfactory completion of National Police Check is mandatory for all new appointments.</li> <li>• Current Working with Children check.</li> <li>• First Aid Certificate.</li> <li>• Commitment to QBCC policies and procedures including all aspect of the QB Child Safe Standards Package</li> </ul>

### CAPABILITY FRAMEWORK

<b>Main Duties/Responsibilities</b>		
<b>Core Capability</b>	<b>Expected Behaviour and Work Standard</b>	<b>Frequency</b>
<b>Child and Family Work - assessment, counselling and case-management support skills</b>	In consultation with CEO and Kindergarten Service Leader/Teacher, develop a work plan for the operation of the Child and Family Consultant - School Readiness and review on an ongoing basis.	At commencement
	Work collaboratively to implement and evaluate progress of the Work Plan in line with identified needs.	Monthly
	Conduct appropriate evidence- based assessment, counselling and case- management support to families with pre – school children.	As required
	Conduct pre and post test program effectiveness Measure outcomes of intervention of school readiness program by conducting a pre-test (term 1) and post-test (term 2) analysis as part of the program evaluation.	As required
	Arrange referrals for appropriate family support.	As required
	Extend a warm and welcoming approach to all members of the community entering the Centre and participate in the Kindergarten Welcome Morning Teas at commencement of the year.	At all times
	Develop and conduct appropriate group-based interventions for children and families	As required
	Maintain effective communication with the Kindergarten Teachers	At all times
		At all times

	<p>Maintain a safe and aesthetically pleasing physical and visual environment for all participants, community members or others entering the service.</p> <p>Uphold and extend the Quantin Binnah Community Centre brand at all times.</p>	<p>At all times</p>
<b>Administration and Organisation Skills</b>	<p>Ability to prioritise individual tasks, develop specific time lines and work without direct supervision.</p> <p>Excellent organisational and time management skills.</p> <p>Attendance upon request to Leadership Meetings</p> <p>Ability to write and record information effectively and accurately.</p>	<p>At all times</p> <p>At all times</p> <p>As required</p> <p>At all times</p>
<b>Interpersonal Skills</b>	<p>Excellent communication skills (written and verbal) including the ability to adapt communications to identified need and/or purpose, build relationships and gain cooperation with stakeholders with varied levels of understanding and/or experience.</p> <p>Ability to manage a diverse and dynamic range of sustainable relationships with community organisations, emerging community groups, Council staff and relevant agencies.</p> <p>Effective problem solving skills and techniques, including the ability to identify and utilise opportunities to be innovative in developing new concepts.</p> <p>Ability to be proactive, solution focused and recognised as a team player.</p>	<p>At all times</p> <p>At all times</p> <p>At all times</p>
<b>Communication</b>	<p>To clearly communicate with all key stakeholders</p> <p>Implement a range of communications media including written, verbal, and pictures to communicate messages to a range of participants, including vulnerable groups and those facing challenges with the English language.</p> <p>Proficient use of computer programs including MS Office suite and social media.</p> <p>To be an effective member of the staff team at the Centre through high level communication and support.</p> <p>Ensure open and non-judgmental communication with parents when discussing their needs in conjunction with conflicting interests.</p> <p>Prepare written information for marketing purposes promoting upcoming activities and programs.</p>	<p>At all times</p> <p>At all times</p> <p>At all times</p> <p>At all times</p> <p>At all times</p> <p>As required</p>
<b>Accountability</b>	<p>This position is accountable to the CEO and the Kinder Service Leader</p> <p>The Child and Family Consultant – School Readiness is responsible for providing a high standard service in accordance with community needs, management objectives/policies and funding body requirements.</p>	<p>At all times</p> <p>At all times</p>
<b>Judgement and Decision Making</b>	<p>The CEO and the Kinder Service Leader is responsible for all administrative and operational decisions regarding the day to day operation of the Child and Family Consultant – School Readiness</p> <p>Independent judgement and decisions are required on a case by case basis with respect to factors such as the use of equipment and the activities conducted.</p>	<p>As required</p> <p>At all times</p>
<b>Continuous Improvement</b>	<p>Actively participate in the organisations Continuous Improvement Program where appropriate to assist to improve the Centres’ policies and processes.</p>	<p>As required</p>
<b>Child Safe Standards</b>	<p>Ensure up to date, functional knowledge of and commitment to Child Protection Policy and Child Safe Policies.</p> <p>Ensure that reporting processes are followed for any complaints or incidences.</p> <p>Promote a shared responsibility for child safety at all levels of the organisation.</p> <p>Promote a culture where staff, volunteers, children and families feel comfortable in raising or discussing child safety concerns.</p>	<p>At all times</p> <p>As required</p> <p>At all times</p> <p>At all times</p>

<b>OHS/Risk Management</b>	Maintain up to date knowledge of OH&S responsibilities and relay these to the relevant staff groups to ensure safety of all centre users and program participants.	At all times
	Conduct thorough risk management analysis for all programs	As required
	Commit to tidy rooms following programs or activities.	
	Immediately document, investigate and/or mitigate reports of WHS issues from staff or volunteers as soon as they are noticed.	At all times Daily
	Ensure all COVID-19 cleaning protocols are completed in program spaces according to outlined routine.	At all times
	Participate in emergency management training and drills and ensure all centre community users are aware of their safety obligations.	As required
<b>Training</b>	Physical fitness to support repetitive manual handling of furniture to support the structure of programs.	At all times
	Eagerness to promote and attend ongoing learning and professional development training as arranged by Quantin Binnah and/or conducted by other organisations.	As required
<b>Corporate Responsibilities</b>	Attendance at staff meetings as required.	As required
	Understand and ensure compliance with Quantin Binnah policies, procedures and guidelines.	At all times
	Comply and adhere to the Quantin Binnah Code of Conduct.	At all times
	Protect Quantin Binnah's physical, financial and intellectual assets against damage, fraud or misuse. Staff are responsible for identifying and reporting instances of this nature.	At all times
	Carry out the key responsibilities and duties of the position with an awareness and sincerity that provides for an accessible and inclusive community and workplace.	At all times
Create a positive image of Quantin Binnah and delivering excellent customer service to all internal and external customers.		At all times
Any other duties as reasonably required or requested by CEO		

Relationships	<p>This position liaises with:</p> <p><b>Internal</b> - CEO, Kindergarten Leader</p> <p><b>External</b> - Relevant funding bodies, community groups, referring agencies, Centre users, Community Centres/Neighbourhood Houses, Wyndham City Council.</p> <p>All matters related to communication with media must be referred to the CEO.</p> <p><b>Meetings</b> - Attendance and participation at meetings at the Centre as required and other relevant meetings to represent Quantin Binnah Community Centre.</p>
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By signing this position description, I declare;

- that I have read and understood the inherent requirements of the role and verify that I hold the skills and abilities to perform the role as required; and
- that I do not have any pre-existing conditions that will inhibit my ability to perform the role of Community Development Officer, or any pre-existing conditions that may be exacerbated by my participation in the role.

Employee Name:	Signature:	Date:
CEO Name:	Signature:	Date:

Christine Barca	<i>Christine Barca</i>	
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