



SHAKESPEARE CHILD & FAMILY CENTRE

EARLY YEARS HEALTH & WELLBEING PROGRAM FACILITATOR

Position Description

1. **Purpose of Position:**

The Early Years Health and Wellbeing Program is funded through the Office for Early Childhood Education & Care, Department of Education and Training.

The Early Years Team is based at Shakespeare Child and Family Centre (SCFC) and comprises a Facilitator and Liaison Worker.

The Team provides a service to the parents, students and school communities of Victoria Park, West Mackay, Central and Sarina State Primary Schools.

The Program aims to:

- Proactively support parents to take responsibility for the health and wellbeing of their children in particularly Preparatory (Prep) children;
- Build school community capacity to provide support and early intervention to vulnerable families to improve child health, development and learning outcomes; and
- Facilitate access to existing child and family services by vulnerable children and families.

The Program features include:

- Promoting parent awareness of child and family wellbeing needs and available local services;
- Identifying perceived vulnerable children and families (identification may occur through teachers, other community members or parent self referral);
- Engaging with these children and families to determine child wellbeing needs, support options and preferences;
- Facilitating access to appropriate services and supports;
- Attracting services into schools to provide support and training to children, parents and staff on health promotion issues (e.g. nutrition, anger management, parenting education, recreational activities and family violence programs); and
- Supporting community development projects within a health promotion schools approach and strengthen linkages between school-based and community-based programs and activities.

The Facilitator is responsible for:

- The promotion, implementation and management of the Early Years Health & Wellbeing Program according to the approved workplan (based on the Program aims and features);
- The implementation of the Program at one primary school;
- Providing support and supervision to the Liaison Officer in the delivery of the program;
- Liaison with key stakeholders;

- The reporting requirements and financial management of the Program both to the funding body and to the auspice organisation, George Street Neighbourhood Centre Ass Inc;
- Developing appropriate strategies (e.g. workshops, projects) utilising a 'strengths based model' and 'community development model' and evidenced based research to address issues impacting on families and their children within the school communities;
- Working collaboratively with Centre based, community and government services to achieve program goals;
- Promotion of George Street Neighbourhood Centre Association Inc in line with the organisation's goals and strategic plan.

The Facilitator is responsible to the Co-ordinator, Shakespeare Child & Family Centre (SCFC) and the Manager, George Street Neighbourhood Centre Association Inc (GSNC).

A volunteer Management Committee manages the George Street Neighbourhood Centre Association Inc. The Association is funded through the Department of Communities and auspices a range of programs.

2. **Position Identification:**

Designation:	Early Years Health & Wellbeing Program Facilitator
Location:	Shakespeare Child & Family Centre
Position Structure:	Full-time – 38 hours per week
Range of Pay:	Social, Community, Home Care & Disability Services (SCHCADS) (Modern) Award Level 7 with Salary Sacrifice Option (after a probation period).
Reporting Relationship:	To the Coordinator Shakespeare Child & Family Centre
Responsible to:	The Manager and Management Committee GSNC
Delegated Financial Authority:	Working within the Early Years Health and Program Budget
Extent of Authority:	To work within delegated authority as outlined in the SCHCADS Award in a manner prescribed by the Coordinator SCFC, Manager and Management Committee GSNC.

3. Duties and Responsibilities

A. Program

1. The development of and regular review of the Program's workplan in consultation with the Co-ordinator, SCFC and Manager, GSNC
2. The implementation of the program at one of the identified primary schools: providing a flexible, individualised and responsive program within the school environment that meets the needs of families through early intervention and prevention strategies
3. Link children and families with existing formal and informal networks and support structures to supplement their own resources and networks
4. Work collaboratively with families, schools, community, government & non-government sectors to ensure partnerships are formed in order to respond holistically
5. The provision of support and professional supervision to the Liaison Officer
6. Develop strong links with key stakeholders to ensure the program achieves its aims, including the facilitation of the Reference Group
7. Attend relevant meetings within schools as required
8. Develop strategies that will promote the relationship between the Early Years Health and Wellbeing Program and other GSNC & SCFC programs and other key stakeholders including; Playgroups, Pre-schools, Primary schools, Multi-Cultural Groups and programs, Aboriginal and Torres Strait Islander and South Sea Islander community programs and members of Cultural and Linguistically Diverse (CALD) communities.
9. Work collaboratively with Centre based, community and government services to achieve program goals
10. Prepare and provide monthly service reports to the Management Committee and quarterly service reports (PPRs) to the funding body
11. Develop appropriate strategies, in collaboration with key stakeholders (e.g. workshops, projects) utilising a 'strengths based model' and 'community development model' and evidenced based research to address issues impacting on families and their children within the school communities
12. Develop an action research model that enables the program learning to be recorded as part of the evaluation process
13. Promotion of George Street Neighbourhood Centre Association Inc in line with the organisation's goals and strategic plan

B. Human Resources

1. Participate in professional development opportunities which will allow the promotion and development of the Early Years Health & Wellbeing Program within the community
2. Ensure the policy and procedures for working with children and within each school context are obtained and accessible to the team
3. Principles of Social Justice (access; equity; participation and rights) will highlight the practice of staff and management at all levels.
4. Maintain Confidentiality in line with Centre Policies to ensure children, family members and key people are confident with these processes

C. Financial

- Prepare and maintain the Program budget to ensure it remains within the constraints of the funding allocation
- Ensure that all expenditure complies with organisation policies and procedures
- Consult with the Centre Coordinator on expenditure for any proposed changes to the budget or MYOB financial reports
- Consult with the Centre Coordinator and GSNC Manager in regard to financial matters regarding funding bodies or auditing requirements
- Submission of quarterly financial reports to the funding body

D. Organisational Relationships

- Work under the general direction of the Coordinator, SCFC and Manager and Management Committee of George Street Neighbourhood Centre.
- Attend weekly professional supervision and line management appointments with the Coordinator SCFC or as otherwise negotiated.

E. Mandatory

- It is essential to possess and retain a current Queensland “C” class Driver License or equivalent.
- It is essential to hold (or be eligible to hold) and retain Blue Card for Child Related Employment

Desirable

- Senior First Aid Certificate.

Additional Information

- GSNC is an equal opportunity employer;
- The position description will be reviewed from time to time and may be changed by the Management Committee after consultation with Staff and other appropriate bodies;
- This position is probationary for a three (3) month period.

ACKNOWLEDGEMENT

I acknowledge that I have read and understood the key duties and responsibilities in this position description. If successful with the position, I agree to carry out my duties to meet these outcomes to the best of my ability. I also understand that at times I may be required to undertake other duties relevant to the position that are not listed in this description.

Signed: _____ Date: _____

Signed Representative GSNC: _____

Date: _____



SELECTION CRITERIA - Facilitator



- KSC 1: Possession of relevant tertiary qualifications and/or extensive experience in working with children, young people and their families. The applicant should have knowledge of child development and parenting skills and demonstrated experience of working from a child centred and family focused approach of intervention.
- KSC 2: Demonstrated experience in working with disadvantaged families to reduce the impact of social issues on the family's ability to function.
- KSC 3: High standard of verbal and written communication skills to meet requirements of the funding body, including the ability to liaise & negotiate with a broad range of stakeholders
- KSC 4: Ability to work independently, to provide professional supervision to the Liaison Worker and to work as part of a multi-disciplinary team.
- KSC 5: Demonstrated experience of utilising strengths based and community development frameworks and awareness of evaluation models, in particular Action Research Model, so that evaluations can be implemented to develop the program

“Demonstrated experience”, means you should have successfully performed the activity or used the skill in the past. Actual experiences rather than potential to acquire the skill or knowledge.

“Knowledge of or an ability to”, means that you have the potential to acquire the skill or knowledge.

“High level or high standard” gives an indication that advanced skill or knowledge is required in this area.