

POSITION DESCRIPTION

Title:	Early Years Educator	Level of work/ Grade:	UnitingCare Enterprise Agreement 2012 – 2014 Schedule Child Care Workers Level 4
Business Unit or Function:	Family and Disability Services	Facility/ Cluster/ Region:	Early Years Early Learning
Department / Service / Program:	Remote Area Family Service	Reporting to:	Service Lead
Direct Reports:	N/A	Indirect Reports:	N/A
Delegation:	N/A	ANZSCO Code:	N/A

OUR ORGANISATION

UnitingCare provides health and community services to thousands of people every day of the year through its services in Health, Aged Care and Community Services, Family and Disability Services, Retirement Living and Retail. These services encompass 8 major brands including UnitingCare, Blue Care, The Wesley Hospital, St Andrews, Buderim Private and St Stephens Hospitals, Lifeline and ARRCs (Australian Regional and Remote Community Services).

OUR VALUES

UnitingCare acknowledges that people are informed by a variety of belief systems. As an organisation we are called to support people to 'live life in all its fullness' (John 10:10) strengthened by our shared values and guided by our mission framework. It is a requirement of all employees to express these shared values through their actions, behaviours, practices and outcomes:

Compassion: Through our understanding and empathy for others we bring holistic care, hope and inspiration

Respect: We accept and honour diversity, uniqueness and the contribution of others

Justice: We commit to focus on the needs of the people we serve and to work for a fair, just and sustainable society

Working Together: We value and appreciate the richness of individual contributions, partnerships and teamwork

Leading through Learning: Our culture encourages innovation and supports learning

POSITION PURPOSE

To develop and implement early childhood development programs that care for and foster the whole development of children and support and strengthen their families.

This is a remote service delivery role that is predominantly delivered in remote locations and resulting in approximately 60% of work hours spent travelling and overnighting with families to deliver early childhood education and care services.

KEY ACCOUNTABILITIES

	<ul style="list-style-type: none"> • Co-ordinate the team to deliver development activities through playgroup and individual sessions with children and/or families in rural and remote communities. • Develop and maintain relationships with families and the wider communities. • Using the Early Years Learning Framework, take responsibility for the development, implementation and evaluation of programs that enhance the development of children aged from birth to five years that are responsive to their individual needs, backgrounds and circumstances. • Plan travel arrangements to meet service delivery requirements that are cost effective and time efficient. • Compile and present Early Childhood Development information and resources for families using the current early childhood knowledge and research • Compile and develop resources and materials for playgroups, parenting support and education support. • Refer and link families with additional community support services where assessed as appropriate. • Create a safe, caring and developmentally appropriate environment for children, which support learning through play. • Maintain accurate and detailed children and family records as required. • Ensure that the service is managed to allocated budget requirements. • Responsible for developing and maintaining internal and external reporting requirements. • Authorise accounts for submission as required. • Develop and maintain working relationships with other RAFS teams. • Provide leadership and supervision to the Early Years Educator and Early Years Support Assistant. • Work within the policies and procedures of UnitingCare and the provisions of the Workplace Health and Safety and other relevant Legislation, including support for injured workers and full participation in return to work plans.
Leader of Self	<ul style="list-style-type: none"> • Achieve results through personal proficiency and demonstrate high-quality technical or professional work. • Embrace the organisation's mission, values and future directions. • Demonstrate daily discipline through effective management of own time, meeting performance expectations and personal deadlines for projects or other work related tasks. • Act as a team player and foster a safe work environment for self and others. • Build effective working relationships for personal benefit and to deliver results • Appropriately use company tools, processes and procedures. <p>Undertake other duties as required/directed as service needs change or grow, consistent with the above and within the scope of the position and any other legal or industrial obligations.</p>

QUALIFICATIONS/LICENCES, KNOWLEDGE AND EXPERIENCE

QUALIFICATIONS/LICENCES

Essential

- Minimum working towards or already hold Diploma in Children's Services or similar
- Current Senior First Aid/CPR, asthma and anaphylaxis Certificates
- The successful applicant must be eligible to legally work in Australia and proof of eligibility may be requested.
- Current Queensland Driver Licence
- Positive Blue Card

Desirable

- A criminal history check may be conducted on the recommended person for this position.

KNOWLEDGE AND EXPERIENCE

Essential

- A minimum of two years experience working in ECEC.
- Minimum of two years experience working in leadership in early childhood.
- Demonstrated understanding of the Early Years Learning Framework for Australia.
- Demonstrated understanding of the National Quality Standard and Framework.
- Ability to manage and prioritise a variety of complex tasks concurrently with minimal supervision.
- Proven skills and experience in leading, influencing and coordinating staff through a period of change.
- Excellent verbal and written communication skills, particularly the ability to liaise and communicate with all levels of staff.
- Ability to quickly establish sound and trusting working relationships with a variety of internal and external stakeholders.
- Proven ability to research and analyse information, identify interrelationships and make recommendations based on relevant evidence.
- Demonstrated ability to operate flexibly and use effective teamwork and stakeholder engagement skills.
- Commitment to working within the beliefs, mission and values of UnitingCare and adhering to policies and organisational requirements and processes.
- Ability to anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options.

Desirable

- Sound understanding of the physical, emotional, cognitive and social aspects of child development as well as recognition of the individual needs of children aged from birth to five years.
- Sound understanding of early childhood development for families, including those with multiple and complex issues.
- Sound knowledge of computer programs and a variety of administrative tasks relevant to early childhood services.
- Demonstrated computer literacy and understanding of the principles of database use.
- Knowledge of the Education and Child Care sector reforms in Queensland and Australia.
- Consultative manner and commitment to a team based approach, with demonstrated ability to lead and work in a team environment.

UnitingCare is committed to 'Closing the Gap' in life expectancy and opportunities for Aboriginal and Torres Strait Islander People and all executives are expected to support UnitingCare's contribution to Reconciliation.

UnitingCare is committed to being a Child Safe, Child Friendly organisation and will:

- Provide welcoming safe and nurturing services for children
- Implement measures to prevent child abuse and neglect within our services
- Appropriately and immediately address child abuse and neglect if it does occur.

BEHAVIOURAL CAPABILITIES

Customer* Focus

Sees the world through the eyes of our customers and communities, ensuring they are at the centre of everything we do.

*'Customer' refers to clients, patients, residents, families, VMPs, government bodies and all other persons accessing or interacting with our services

Achieves Objectives

Delivers quality outcomes, ensuring decisions are based on evidence and resources are used sustainably.

Collaborative Partnerships

Builds strong internal and external collaborative partnerships.

Innovation

Champions the development and implementation of innovative solutions.

Change Agility

Leads self and others through change, managing ambiguity and personal growth to deliver sustainable outcomes.

ADDITIONAL CAPABILITIES FOR PEOPLE LEADERS

Engages & Motivates Others

Creates an environment where people feel valued and are motivated to do their best.

Drives Results

Drives accountability of others by setting clear expectations and monitoring performance in alignment with organisational objectives.

Coaches & Develops

Leads and develops others through coaching, feedback and regular connections.

Strategic Focus (Middle Leaders, SLT & ELT)

Takes a long-term, big picture view to formulate strategies that enable the ongoing delivery of our Mission.



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Signed

Edwina Andrew

General Manager – Regional Qld

17/04/2020
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Dated