

## Koorana Child and Family Services - Position Description

**Position Title:** Family Support Worker – Supported Playgroups

**Reporting Relationship:** Team Leader.

**Direct Reports:** None

### 1. Position Purpose

Koorana works with all children, and is committed to delivering quality children's services through the provision of early childhood education, intervention and family support in ways that acknowledge and respect all individuals. Services are provided across the Inner West and South West areas of Sydney, and surrounding suburbs.

The Family Support Worker is responsible, in collaboration with an Early Childhood Educator, for

- planning and providing supported playgroups with age appropriate play activities that promote early learning, support parents and carers in their parenting role, and assist families to establish supportive social connections
- assisting families to make links with a wide range of community supports, including formal prior to school settings such as day care and preschool.

### 2. Organisational context of the position

Koorana's management structure positions the organisation for ongoing growth and development. The Board of Management is responsible for governance and is legally responsible for Koorana's outputs. The Chief Executive Officer (CEO) is employed to manage the strategic directions of the organisation and to broadly oversee the efficiency of the organisation's major functions. The General Manager Client Services supports the CEO by leading all of Koorana's service delivery, supported by two Service Operations Managers, covering the

- South West Sydney (SWS) areas of Bankstown, Liverpool and Fairfield and surrounding suburbs
- Inner West Sydney (IWS) areas of Canterbury, Marrickville, Leichhardt, Ashfield, Burwood, Strathfield and Canada Bay and surrounding suburbs.

The CEO, General Manager Client Services and General Manager Corporate Services form the Executive Management Team.

Koorana values self determination, access and equity, mutual respect, collaboration, and ethics & integrity. Our practice is driven by family centred principles, evidence based best practice, fostering natural community inclusion, quality management, and the key worker model.

Koorana is committed to delivering family-centred services that

- respect, support and enhance the vital role the family plays in their child's life and development
- recognise the ways in which a child's abilities, disability, developmental delay or challenging behaviour can impact on all family members.

Koorana's services are designed to ensure that families are well informed, have choices, and are supported in their decisions.

### **3. Position Responsibilities**

#### **3.1 Provide a quality supported playgroup program**

- Apply evidence based practice to develop, implement, and evaluate the goals of supported playgroup program in collaboration with the Early Childhood Educator and in line Koorana's Professional Code of Conduct, treating families and children with dignity and respect to culture and beliefs
- Work within a family-centred framework, respecting each individual family and using their concerns and priorities as a starting point
- Provide a range of age-appropriate play and learning activities to stimulate children's intellectual growth and support the development of early literacy and numeracy skills
- Assist parents to use early literacy support strategies with their children
- Support parents in the transition of children aged 0–5 years to school and other appropriate Early Childhood settings
- Model play-based interactions, communication skills and behaviour management techniques
- Implement a consistently caring, secure and active environment for all children at all times
- Ensure effective risk management procedures are carried out for both children and adults at all venues used for the programs
- Maintain and update related documentation and records as necessary.

#### **3.2 Group or individual initiatives**

- Provide information to parents/carers regarding their child's development, health, safety and hygiene
- Provide information and advice about positive parenting
- Incorporate individual goals of each child into the group environment whenever possible
- Develop exit strategies for families to transition from supported playgroups to community playgroups or other early childhood services, as and when appropriate.

#### **3.3 Linkages to services and the community**

- Provide a link between families and other health and community services
- Provide parents with opportunities to meet other parents and exchange ideas about raising children and to develop support networks
- Provide an opportunity for engagement with the broader community
- Establish and maintain specific and identified linkages within the local Families NSW child and family network with active referrals to and from this network .

#### **3.2 Effective and timely completion of administrative tasks**

- Timely completion of all required documentation, reporting, and record keeping tasks.

#### **3.3 Professional responsibilities, advocacy and representation**

- Adherence to operational guidelines for service delivery as outlined in the organisation's policy and procedure documents
- Promote the services of Koorana through a range of communication strategies
- Participate and/or present on behalf of Koorana at conferences, workshops etc. as required
- Take responsibility for direct student supervision or alternatively, participate in the student supervision process as required
- Contribute to and/or participate in relevant research conducted either by Koorana or an approved outside party when required
- Employ current best practice and research based principles into work performance.
- Support and mentor new staff appropriately

#### **4. Key Selection Criteria**

##### **Qualifications**

- Qualifications in Community Welfare or Social Work.

##### **Experience & Skills**

- A theoretical understanding of child development and proven understanding of evidence based practice in early childhood
- Experience in the promotion of community development and group work
- A theoretical understanding of disabilities, experience working with children with additional learning needs within an early childhood setting
- Knowledge of National Regulations and Laws and disability standards, and experience in their practical application
- Demonstrated ability to take initiative, prioritise, plan ahead, anticipate risks and problem solve
- Demonstrated ability to work in a culturally diverse community.

##### **Personal attributes**

- Respect for the philosophy and values held by Koorana
- Exceptionally well organised
- Current Driver's License
- Access to a comprehensively insured vehicle

#### **5. Personal and Professional Development**

- Attend internal/external training as appropriate
- Participate in a performance development & review process
- Participate in at least one unpaid, out of hour's community activity in each calendar year (e.g. AGM, local festivities etc.)

#### **6. Confidentiality**

All operations of Koorana Child and Family Services including client, program and administrative information is confidential and is not to be disclosed to any person at any time. This restriction on disclosure of confidential information continues to apply in the event of employment with Koorana ceasing.