



## Position Description

<b>Position Title</b>	Access to Early Learning Social Worker or Early Childhood Educator
<b>Directorate</b>	Education, Training & Research
<b>Reports to</b>	Early Years Manager
<b>Date of Job Description</b>	17/04/2025
<b>Conditions</b>	Conditions of employment are documented in the Mallee family Care Enterprise Agreement 2012
<b>Employment Status</b>	Part-Time Fixed Term Contract
<b>Salary</b>	This position is classified as Band 6 – Specialist Staff, with a salary range of \$88,378 - \$105,047, dependent on qualifications and experience, plus superannuation and the ability to salary package up to \$15,834 tax free, pro-rata
<b>Hours of Work</b>	This is a part time position. Work outside normal office hours may be required.

### Position Objectives

The Access to Early Learning program provides wrap around support to ensure eligible 3-year-old children and their families experiencing complex needs have access to and participate in a funded kindergarten program. The AEL Facilitator works with the child, family, kindergarten and other service providers to address any barriers to kindergarten participation using a strengths-based, relational approach. The AEL Facilitator builds the capacity of parents/carers as their child's first educator to promote early learning within their home environment and supports the kindergarten to build positive relationships with families and to meet families' individual needs.

Key Responsibilities & Duties	Performance Expectations
Identify eligible children and families.	<p>Promote the AEL program to relevant organisations and clearly articulate eligibility and program requirements.</p> <p>Work with local service providers to identify and refer eligible children to the AEL program.</p>
Engage with families and support them to enrol in a funded kindergarten program.	<p>Conduct intake with families to determine their individual needs and set goals using a strengths-based approach.</p> <p>Support families to complete relevant documents for kindergarten enrolment and initial engagement with kindergartens.</p> <p>Complete in-home learning pre-survey and organise Brigance appointments (developmental screening) etc.</p>
Use a strengths-based, wrap around approach to assess and address individual barriers to kindergarten participation and strengthen parent/carer's capacity to support their child's learning.	<p>Assess and identify the individual needs of each family that builds on each families' existing strengths.</p> <p>Identify and implement sustainable strategies to address family and practical barriers to kindergarten participation.</p> <p>Support families to access, navigate and engage with other services to meet their needs.</p> <p>Increase parent/carers' awareness of their child's learning and development needs.</p> <p>Work alongside families to increase the richness of the in-home learning environment and strengthen parent-child interactions.</p>
Work in partnership with kindergartens to build their capacity to engage with and meet the needs of families involved in the AEL program.	<p>Promote partnerships with educators and families to develop positive relationships.</p> <p>Work with kindergartens to monitor engagement, attendance and participation in the kindergarten program.</p> <p>Support continuity of learning between home and kindergarten setting.</p> <p>Increase educator's awareness and understanding of the needs and context of families with complex needs using a 'trauma-informed lens', utilising reflective practice and in-situ professional development opportunities.</p>
Promote collaboration between services and address any system barriers to kindergarten participation.	Develop collaborative partnerships with other service providers, e.g. Family Services, Child Protection, Maternal Child Health etc to meet

	<p>families' identified needs e.g. Care Team Meetings.</p> <p>Advocate with and on behalf of families to identify and address system barriers that may impact on their participation in kindergarten.</p> <p>Participate in relevant Professional Meetings, Network meetings, AEL Governance Meetings etc.</p>
Complete and maintain relevant documentation and data requirements to a high standard.	<p>Regularly complete high quality case notes.</p> <p>Ensure timely completion of relevant documentation, attendance, surveys etc.</p> <p>Complete and enter data into the AEL data portal within relevant timelines.</p>
Participate in supervision, critical reflective practice and achieving targets relevant to MFC strategic plan.	<p>As per Mallee Family Care Supervision Policy.</p> <p>Participate in critical reflective practice to build professional knowledge and improve service delivery.</p> <p>Report back on actions relevant to their work against MFC Strategic Plan. Eg. contribute to monthly reports etc.</p>
To be compliant with MFC E Learning courses.	Completing compulsory allocated courses each quarter.
To undertake other duties as may reasonably be required.	Undertaking other duties required by your Line Manager.

**Qualifications and Experience:**

- A person employed at this level will be expected to have specific skills and knowledge required to undertake the role of AEL Facilitator and have a clear understanding about working with families who may be experiencing vulnerability, complexity or disadvantage.
- The Employee will be expected to have previous relevant experience in the field and will be required to hold either a Bachelor of Social Work or Bachelor of Early Childhood Education or equivalent.
- A current driver's licence.
- High level of IT competency including Microsoft Office, Internet etc.

**Key Selection Criteria:**

Applicants are invited to submit their application addressing the following selection criteria:

- Demonstrated commitment and experience to social justice, strength-based and ecological approaches to working with families.
- Knowledge of community development principles and practices or Victorian Early Years Learning and Development Framework.
- Demonstrated sound working knowledge of relevant service networks and other resources in the local area available to assist children and families including Early Childhood Education and Care services.
- Ability to understand and respond to the needs of diverse populations, including Indigenous and CALD families and in the communities of the catchment service area.
- Well-developed written and communication skills.
- Ability to complete administrative tasks accurately and to strict timelines.
- Ability to work independently and as part of a team.

## **Organisation Structure and Values**

Mallee Family Care is a Company Limited by guarantee with a community based Board of Management. It was established in 1979 and is a large and diverse community service organisation, providing a wide range of services to the communities of North West Victoria and South West New South Wales.

Day-to-day management for the agency is the responsibility of the Chief Executive Officer, Executive Director People, Culture and Performance, Executive General Manager Community and Wellbeing, Executive General Manager Education, Training and Research and Executive General Manager Child and Family Services.

This structure has been designed to ensure a clear focus on the delivery of services and to utilise the skills and experience of staff in the most efficient and effective manner.

## **Our Vision**

Empowering the vulnerable and disadvantaged in our communities.

By this we mean we want:

- Communities where vulnerable children will be protected.
- Communities where disadvantaged families and individuals will be supported.
- Communities that are committed to supporting those in need.

## **Our Mission**

To enrich lives and to increase opportunities (for those in need) through:

- Services;
- Education
- Research; and
- Advocacy

## **Our Approach**

Our approach to achieving this strategic intent will demonstrate that:

- We are focused on the resolution of issues and will be flexible and adaptive in our approach.
- We understand our communities, we are informed by practice and our focus is on outcomes that matter.
- We work in partnership with stakeholders.
- We consult broadly and engage with our communities.

**Other Information:**

Mallee Family Care is committed to building an organisation that reflects the diversity of the communities we support.

As an Equal Opportunity employer, we invite applications from people of all walks of life. Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse (CALD), LGBTQIA+, and people living with a disability are encouraged to apply for our roles.

As a Child Safe Organisation, we undertake a range of pre-employment screening checks to ensure all candidates are suitable to work for Mallee Family Care. This includes reference checks from your current or most recent employer and probity checks (National Police Check, Working with Children Check Vic & NSW and NDIS Worker Clearance).

We go to great lengths to ensure that the positions we make available are filled by the most appropriate applicants. To assist with this we undertake a number of selection processes beyond initial interviews.

By submitting this job application, you acknowledge and accept Mallee Family Care's policies related to pre-employment screening checks and understand appointment to the position will be subject to the satisfactory completion of the following:

- Psychological Personality Assessment – California Personality Index (CPI)
- Medical Disclosure Six month probationary period
- Referee Checks (two nominated referees including your supervisor if you are currently working)
- Photocopy of Driver's Licence.
- Police Check
- Working with Children Check
- Safety Screening Statutory Declaration

**Benefits of working at Mallee Family Care**

- Discounted membership of your nominated gym/health club.
- Direct salary deduction
- Partially paid study leave and practical assistance available for approved courses after 6 months of employment
- Confidential, responsive counselling available for time when personal and work related issues may affect your ability to perform at work (Employee Assistance Program – EAP)
- Flexible working arrangement options (where appropriate)
- Up to date and ergonomic furniture
- A happy and family friendly work environment