

Job title: Early Childhood Educator / Family Case Worker: Sleep & Settling Program	
Classification: Band 5	Effective Date: November 2024
Reports to: Maternal & Child Health Team Leader	Tenure: Temporary

About us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



Excellent Customer Experience and Service Delivery



Great Organisational Culture



Innovation and Continuous Improvement



Good Governance and Integrity



Long Term Financial Sustainability

We value:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. It is expected that all employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.



WHITEHORSE CITY COUNCIL

Position description

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

To provide support and education to parents and care givers by delivering an evidence-based sleep and settling program as per the Sleep and Settling model of Care (Department of Health [DH] 2019), within the Maternal & Child Health service. The Sleep and settling model of care guidelines should be read in conjunction with the MCH service guidelines (2019) and the MCH program standards (2019). The Sleep and Settling Program is fully funded by DH, to be delivered as part of the Universal MCH service and is subject to ongoing funding from DH.

Key Responsibilities

Position Specific Responsibilities

- Facilitate sleep and settling information sessions to the parents as per the Sleep and Settling Model of Care, in conjunction with the Maternal & Child Health Nurse.
- Provide an outreach service to vulnerable families experiencing sleep and settling issues with their children.
- Provide parenting education and support groups for MCH service users where there is an identified need.
- Provide appropriate information, support and referral as necessary to ensure healthy outcomes for all children in the context of the program.
- Maintain accurate records and record service deliveries in CDIS, in accordance with the Sleep and Settling program standards.
- Awareness of and responsiveness to culturally diverse communities in relation to service delivery.
- Follow all procedures available to promote safety and security of staff and families
- Attend regular Maternal and Child Health team meetings and participate in the Maternal and Child Health service goals and objectives

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.

- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.
- Support, enable and encourage strategies and actions identified in Council's Gender Equality Action Plan (GEAP) to improve workplace gender equality.
- Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety

Authority

Budget: Nil

Staff responsibility:

- Whilst no direct staff authority, responsible for ensuring any relief MCH staff are familiar with all the process and systems to ensure continued provision of service.
- Assist with orientation of new/rotating MCH staff through the program.

Decision Making:

- Exercise professional judgement and problem-solving skills in relation to the provision of an effective Sleep and Settling Program as per the Sleep and Settling Model of Care
- Refer any client concerns to the Maternal & Child Health Leadership team
- Identify risks and vulnerabilities and report child abuse in accordance with council and state government policies and legislation.

Key Relationships

- Reports to the Maternal & Child Health Team Leader and liaises with internal employees and departments.
- Maintain professional relationships with Council staff, parents and external bodies.

Skills and Attributes

Qualifications/Certificates/Licences and Experience

- Tertiary qualifications in Early Childhood Development/ Family casework.
- Experience working with children 0-2 years.
- Knowledge and understanding of Sleep and Settling Model of Care.
- Knowledge and understanding of family partnerships, child development, mental health and family violence.
- Experience in facilitating parent or other groups and evidence of a commitment to quality program delivery.
- Ability & willingness to contribute to the planning and development of the service.
- Knowledge of relevant community resources/ services.
- Ability to speak a community language such as Mandarin or Cantonese would be an advantage.
- A valid Victorian driver's licence.
- Satisfactory National Criminal History Check.
- Working with Children Check.
- Short listed candidates may be required to attend a pre-employment medical examination.
- Successful applicants must be prepared to be located at any site within the City of Whitehorse.
- Knowledge of relevant legislative requirements for example, Child, Youth & Family Act 2005, Child Wellbeing and Safety Act 2005, Health Records Act 2001, Family Violence Protection Act 2008 and Information Sharing legislation
- This position has been identified as an "at risk" role which may have a potential occupational exposure to a vaccine preventable, communicable disease. It is a requirement that the incumbent receives immunisation in accordance with the Council's Staff Immunisation Program

Technology

- Working knowledge of Microsoft Office Suite and CDIS Computer programs (desirable).

Interpersonal:

- Excellent oral communication skills and telephone manner
- Ability to maintain client confidentiality
- Ability to work effectively within a team environment.

- Required to effectively manage time, plan and organise own work.
- Must have demonstrated high level of competence with interpersonal skills to facilitate communication with clients and staff.

Leadership/management:

- May be required to provide on the job training to casual/rotating MCH staff.
- Ability to maintain data and statistics accurately.
- The position requires skills in managing time, setting priorities, flexibility, planning and organising one's own work and in appropriate circumstances that of other employees so as to achieve specific and set objectives in the most efficient way possible and within the resources available.
- Ability to understand and work within a guidelines and corporate policies including HR, EO and OHS.

Key Selection Criteria

- Tertiary Early Childhood/ Family casework qualifications.
- Knowledge and understanding of the Sleep and Settling model of care.
- Extensive experience in facilitating groups, delivering parent education and supporting families using a family-led model of care.
- Strong interpersonal and communication skills for effective engagement with diverse families, professionals, and team members.
- Competence in maintaining accurate written records of services delivered.
- Proven ability to manage time, plan, and organize work effectively.

NOTE: Candidates are required to address each of the Key Selection Criteria in their applications

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.	Occasional squatting or kneeling – engaging with infants/children during group sessions.		
Hand/Arm Movement Tasks involve use of hand/arms			
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.	Group set-up.		
Standing Tasks involve standing in an upright position	Constant standing and intervals. Use of a sit to stand desk.		
Reaching Tasks involve reaching above head, and above and equal to shoulder height	Reaching for storage cupboards or shelving		
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects	Slopes at entry of centres.		
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another	Moving chairs for group set up.		

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	<i>Comments</i>
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body			
Keyboard Duties Tasks involve sitting at workstation and using computer.	Report writing/case notes		
Satisfactory Vision Standard of vision required equal to that required for driver's licence			

Any other relevant comments: