

EARLY CHILDHOOD EDUCATION SPECIALIST

Established in 1985, we are a not-for-profit community based service supporting families on the Central Coast of NSW.

About Us

Established in 1985, we are a not-for-profit community based service supporting families on the Central Coast NSW. Working together with our community, we deliver services through partnerships with local organisations and government to fulfil our Vision and Mission.

We deliver a broad range of services for families with children up to the age of 12 years, young parents, grandparents raising their grandchildren and for families where a child has a diagnosed disability.

The organisation also facilitates psycho educational evidenced based course work programs; activities, small community events; educational workshops and/or training and community building. Outreach services are delivered across the Central Coast region.

Our Vision

CCFSS will provide an environment which values each person's right to be heard, and acknowledges the importance of their stories, through a professional and quality service that respects differences, and recognises

and supports each person's knowledge and experience and their right to self-determination.

Our Mission

We are committed to a safe and just world in which difference is respected, learning is reciprocal and everyone has the opportunity to reach their full potential. Our mission is to promote this through working with children, adolescents, families and the broader community.



POSITION DESCRIPTION EARLY CHILDHOOD EDUCATION SPECIALIST

POSITION	Early Childhood Education Specialist – Early Intervention
FTE	Part time 21 Hours per week
AWARD	Level 4 SCHADS Award
LOCATION	Kariong, NSW
DATE	21 December 2023
REPORTING TO	Practice Manager and Community Programs Manager

1. ROLE OVERVIEW

The Early Childhood Education Specialist (ECES) works as part of the early intervention team at Central Coast Family Support Services. The role works collaboratively with families to identify strengths, mitigate risk factors, increase capacity for resilience and promote positive relationships.

The ECES provides interventions with families, including in the community and through home visiting and plans and facilitates group programs within the community. The role contributes to raising awareness in the community and with other key service agencies, policy and decision making bodies about issues affecting families across the region, ensuring services are delivered in an integrated way.

Key responsibilities include:

- Working as part of the team to provide Early Childhood Supports for children with developmental delay or disability
- Provide evidence-based assessments and intervention including the development of support plans
- Working with the early intervention team to capacity build supports around the child
- Promoting a culture of continuous quality improvement
- Plan and facilitate group programs for primary care giver and their children aged 0-12 using an evidence-based interventions.
- Provide comprehensive assessment and planning with primary care giver using evidenced-based tools, with a focus on age appropriate development.
- Utilise child focused, trauma informed, developmentally appropriate interventions focused on the wellbeing of children and families.
- Enhance and promote early childhood networks within the sector
- Empower participants to foster their independence with access to appropriate resources, opportunities, and services within the community.
- Perform other duties as assigned.

2. KEY RESULT AREAS AND RESPONSIBILITIES

Key Result Areas	Responsibilities
Relationships	<ul style="list-style-type: none"> • Establish and maintain specific and identified links within the local service provider network, including maintaining strong collaborative professional relationships with key internal and external stakeholders. • Demonstrate sensitivity to issues of confidentiality, gender, cultural background, disability, age and sexuality in dealing with a wide range of client groups. • Work closely with and provide support to a strong outcomes focused team that is aligned with the organisations purpose. • Understanding and respect for the needs of diverse communities particularly Aboriginal and Torres Strait Islander Communities. • Assist families to build connections with appropriate services, community support and informal social networks.
Group Work Facilitation	<ul style="list-style-type: none"> • Facilitate group work programs independently or in partnership with other service providers. • Plan and implement group work programs with local service providers, schools, health services, and government and non-government departments to develop and foster positive working relationships. • Provide group work participants with relevant information and/or referral as appropriate.
Internal Relationships	<ul style="list-style-type: none"> • Work effectively with all team members to ensure ongoing development of a dynamic, creative and cohesive team ensuring the development of solid, equitable and honest relationships that support a strong team approach. • Maintain quantitative/qualitative data collection and outcomes measurement as required by the Service Manager and the funding body. • Implement CCFSS's organisational policies and procedures, including upholding organisational values and mission. • Participate in regular training, supervision, staff meetings and performance reviews as required. • Develop positive working relationships based on equality between all team members, acknowledging the importance of health and wellbeing of employees, volunteers and visitors when making decisions.
Other	<ul style="list-style-type: none"> • Excellent computer literacy skills in Microsoft packages and the ability to adapt to new technologies. • Ensure client confidentiality in the maintenance of files and other written records. • Contribute to the promotion of the organisation through development of promotional material and networking as identified. • Participate in processes for providing integrated service delivery between CCFSS projects and attend relevant meetings to support this integration. • Provide outreach assistance in your own comprehensively insured motor vehicle.

- Provide formal written reports on the project as requested by the Leadership Team.
- Work as an active member of CCFSS team assisting in other appropriate tasks as required.

The employee will be expected to perform other duties outside those set in the position description as directed from time to time which are within the employee’s skill, qualification, experience and competence level to meet the organisation’s operational needs.

CCFSS is committed to equity and equality for consumers and employees, building diverse and inclusive services and work environments, where all peoples from Aboriginal and Torres Strait Islander, CALD, LGBTIQ+ Communities and those living with disability will know and feel accepted, affirmed, safe and celebrated.

3. ORGANISATIONAL RELATIONSHIPS

REPORTS TO: Practice Manager and Community Programs Manager

INTERNAL RELATIONSHIPS: All CCFSS team members and volunteers

EXTERNAL RELATIONSHIPS: External service providers, Community, DCJ

CENTRAL COAST FAMILY SUPPORT SERVICES ORGANISATIONAL CHART



4. KEY SELECTION CRITERIA

The role of an Early Childhood Education Specialist is varied with a wide scope of responsibilities and opportunities to develop and build relationships with families. The role works collaboratively with families to identify strengths, mitigate risk factors, increase capacity for resilience and promote positive relationships.

The ECES provides interventions with families, including in the community and through home visiting and plans and facilitates group programs within the community. The role contributes to raising awareness in the community and with other key service agencies, policy and decision making bodies about issues affecting families across the region, ensuring services are delivered in an integrated way.

This position also facilitate group work as identified. Flexible working hours/days negotiated to right applicant. The position provides services to a number of different client target groups including families with children who have a disability, very young parents and grandparents raising their grandchildren. Broadly outline your experience in working with these target groups and address each of the essential criteria individually.

5. ESSENTIAL QUALIFICATIONS AND EXPERIENCE

1. Tertiary qualifications in Teaching, Early childhood Education, Social Work or equivalent.
2. Sound theoretical knowledge, ideally with a minimum of 2 years sector specific experience, with particular reference working with children 0-7 years.
3. Demonstrated knowledge of typical development and common conditions such as Autism Spectrum Disorder, Cerebral Palsy, Down's Syndrome and developmental delay.
4. Knowledge and skills in the assessment, intervention and evaluation of services for children and families.
5. Demonstrated ability to work effectively as part of a team as well as work independently, including office based or off-site locations.
6. Demonstrated ability to effectively manage use of time in a complex service environment in order to meet service outputs and provide a child-focused, high-quality and responsive service.
7. Highly effective verbal and written communication skills with a sound knowledge of Microsoft Office applications.
8. A current driver's licence and access to a comprehensively insured motor vehicle for work use.
9. Willingness to undertake relevant pre-employment screening and checks.
10. Current NSW Working With Children's Check (WWCC).

6. APPLICATION PROCESS

If you feel that you are suitably qualified and experienced for this position please provide the following in the application.

- A cover letter addressing how your skills and experience meet each of the essential criteria.
- An up-to-date resume.

These documents should be clearly marked "Position Application" along with the names of two professional referees, and emailed to: ccfss@ccfss.com.au or alternatively post your application to:

Central Coast Family Support Services Inc.
PO BOX 7125, Kariong, 2250

Closing date for applications is **midday Monday 22 January 2024**. Applications may be screened prior to the closing date. A talent pool may be created to fill any future vacancies.

Enquiries or a confidential discussion about the position may be directed to Sarah Grey on 4340 1585 or sarah@ccfss.com.au

Persons of Australian Aboriginal or Torres Strait Islander descent, who have the appropriate background and skills but do not have the essential qualification, may apply for and be considered for this position. CCFSS employs staff reflective of the diverse communities we work with. We welcome and encourage applications from all backgrounds, ages, and identities, and are happy to adjust our recruitment process to support accessibility needs.