

POSITION DESCRIPTION

Title:	Transport and Support Worker
Division:	NEWPIN Early Years Program
Duration:	Ongoing
Position status:	Part time – 32 hours per fortnight
Reports to:	Co-ordinator NEWPIN Early Years
Date:	July 2010

INTRODUCTION

Bethany's mission is to **support and strengthen communities**. We work to build better family relationships, support parents caring for children, assist people who are homeless or at risk and those affected by family violence, crime and problem gambling. We have a focus on supporting and strengthening disadvantaged communities.

Bethany is a dynamic not for profit and non denominational organisation that was originally established in 1868 and has responded to the changing needs of the community ever since. The organisation is governed by a Board of Management, has an annual operating budget of \$6 million and employs around 100 staff. 95% of the Bethany's income is provided by state and federal governments with the remainder generated from community and philanthropic sources.

Bethany fulfils its mission by the provision of a broad range of prevention, intervention, support and educational services to individuals, children, young people and families based on contemporary research, international best practice and professional standards. Services are designed to build upon individual's and community strengths to achieve both personal and social change.

Services are provided to a population of over 230,000 people in the Geelong and surrounding districts through our main office in North Geelong and out posted service sites in Norlane, Surf Coast Shire, Colac Otway Shire and the Bellarine Peninsula.

OUR VALUES

- **Openness**

We interact with people in a transparent, honest and respectful manner.

- **Social Justice**

We believe in every person being actively involved in decisions which affect them and their lives.

- **Innovation**

We are committed to creatively and proactively responding to community needs.

- **Collaboration**

We engage in collaborative partnerships and relationships that strengthen community.

- **Wellbeing of staff**

We will be responsible for a professional and supportive environment in which staff can achieve their full potential.

- **Accountability**

We will be accountable for all aspects of the organisation.

POSITION ROLE AND ORGANISATIONAL RELATIONSHIPS

The NEWPIN program offers a centre based befriending and therapeutic program for parents of young children. NEWPIN aims to offer parents and children a unique opportunity to achieve positive changes in their lives and relationships based on the core values of: Respect, Support, Equality and Empathy. The centre is open daily and is targeted to vulnerable parents who have recognisable parent/child difficulties.

KEY RESPONSIBILITIES

- Undertake transport duties, driving the agency car or 12-seater bus, to transport to/return home members and children from the centre or program activities.
- To provide support to the day to day operation of the centre, including maintaining a clean and hygienic environment.
- The purchasing of goods and equipment as per Bethany guidelines and setting up daily activities.
- A commitment to provide a positive environment to vulnerable families and their children.
- Give all children respect and attention without favouritism or criticism, encourage positive relationships between children and encourage positive interaction between parent and child.
- Contribute to parent's understanding of their children's emotional and physical needs.
- Facilitate parents and children to interact positively together fostering a secure attachment relationship.
- Create welcoming and supportive opportunities for vulnerable parents and children to engage and participate in the centre.
- Implement and monitor agency policies, procedures and service standards.
- Actively participate in regular formal supervision.
- Actively participate in Team, Agency meetings and activities as required.
- To uphold and promote NEWPIN's core values of respect, support, empathy, equity and self determination.
- Promote Bethany's Child and Family Services Program and the NEWPIN – Early Years Program in the community.
- Support and participate in the Agency's continuous quality improvement process.
- Other duties as required.

KEY SELECTION CRITERIA

Qualifications

1. Minimum Certificate 3 qualification in children's services, community services or related fields or significant experience working with families and children.

Knowledge and Skills

2. Demonstrated capacity for a highly motivated, enthusiastic and empathetic approach to working within a team and supporting families.

3. Knowledge, understanding and/or personal experience of stresses affecting the parental role particularly of those experienced by mothers.
4. A knowledge, understanding and experience with the issues related to vulnerable families and children including family violence, mental illness, social isolation and children's safety.
5. Understanding of NEWPIN's Core Values of respect, support, equality, empathy and self determination and potential to work within these values.

Personal Attributes

6. Ability to relate well to parents, including listening skills, ability to motivate and provide feedback.
7. Well developed interpersonal and communication skills.
8. Demonstrated time management and organisational skills.

Other

9. Knowledge and experience in basic computer skills.
10. A current full Victorian Driver's licence and ability to drive a 12 seater bus.

SALARY AND CONDITIONS

This ongoing position is part time for 16 hours per week and the salary is based on the Children's Services Award, Level 3, Year 1-3 depending on experience and qualifications.

Hours of employment are Monday, Wednesday and Thursday and every third Tuesday.

Other employment conditions are as per the Bethany Community Support Enterprise Agreement (2008). Salary packaging is available in accordance with Government guidelines for public benevolent institutions.

A three month probationary period will commence upon appointment and a review will be conducted at the conclusion of this period.

FURTHER INFORMATION

Contact: Yvonne McAuliffe
Coordinator – NEWPIN Early Years
Phone: (03) 5278 8122

APPLICATIONS FORWARDED TO:

Applications must address the key selection criteria and include the names and current contacts of three referees, including current employer.

Yvonne McAuliffe
Coordinator – NEWPIN Early Years
Bethany Community Support
1 Gibb Street
NORTH GEELONG 3215
Email: ymcauliffe@bethany.org.au

APPLICATIONS CLOSE: 5pm Friday 30 July 2010

The successful applicant will be required to provide a current police check and have or register for a working with children check.