

## Position Description

<b>Position</b>	<b>School Readiness Program Facilitator</b>
<b>Program</b>	Therapeutic and Children Services
<b>Location</b>	Hamlyn Heights
<b>Date</b>	August 2022

### About Bethany

Bethany Group (Bethany Community Support Inc. and Bethany Kindergarten Services Ltd.) is a vibrant community service organisation based in Victoria that provides a broad range of prevention, intervention, support and educational services to children, young people, families and individuals.

### Our Purpose

Working together to meet the changing needs and aspirations of people in their communities.

### Our Values

- **Courage**                We take action and stand up for what we believe
- **Respect**                We value people and build on their strengths
- **Integrity**               We are open, fair and just in everything we do
- **Innovation**            We develop new ways of working to make a difference
- **Collaboration**        We work together to improve outcomes

### Bethany’s Diversity Statement

At Bethany we celebrate diversity and innovation. We embrace creating a connected organisation which enables all service users, employees, students, contractors, and volunteers to feel safe from discrimination. We support an inclusive environment where people of all genders and ages, people living with a disability. First Nations people and people from LGBTI and CALD communities feel empowered to contribute their experiences and ideas; knowing that these will be valued.

### Bethany’s Statement of Commitment to Child Safety

Bethany Group is committed to child safety in every aspect of the organisation. We take deliberate steps to protect children from physical, sexual, emotional, and psychological abuse and neglect. Our organisation fosters openness to create a culture in which everyone – staff, parents, carers, and children – feel confident, enabled, and supported to safely disclose child safety or wellbeing concerns.

We have zero tolerance of any abuse or maltreatment of children. We are committed to ensuring children and young people are able to actively participate in decisions that affect their lives.

We understand our legal and moral obligations to treat any child safety concerns seriously. We report any allegations and wellbeing concerns to authorities. We are committed to the cultural safety of all children and young people. This includes providing a safe environment for children and young people with a disability, who are Aboriginal and Torres Strait Islander, from culturally and/or linguistically diverse backgrounds or who identify as LGBTI+.

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Bethany's policies and practices promote the safety and wellbeing of children and establish an effective, consistent approach to prevent, respond to and encourage the reporting of allegations of child abuse and harm.

All children, their families and carers should feel welcome at Bethany, including feeling able to express their identity and raise concerns about their own or others' safety.

### Position Objectives

This position is working within Therapeutic Services School Readiness Program.

As a part of the Victorian Education Department School Readiness funding, Bethany provides professional development packages that support and build the capacity of kindergarten services, educators and families to support children's learning and development outcomes.

The school readiness role requires the facilitator to contribute to program design, evaluation, and facilitation.

Working hours will predominately be evenings (6pm – 9pm), with occasional daytime and Saturdays required. Some travel and overnight stays may also be required.

### Key Responsibilities

- Deliver therapeutic professional developed packages to kindergarten educators and families through the school readiness funding.
- Deliver the school readiness program utilising online platforms and face to face.
- Assist in the review and development of therapeutic professional packages.
- Assist with evaluation and redesign of packages aligned to educator and service user feedback.
- Actively participate in regular formal supervision with supervisor.
- Follow agency policies, procedures, and program service standards.
- Make recommendations to effectively resolve problems or issues, by using judgment that is consistent with Bethany Values, standards, practices, policies, procedures, regulation, industrial instruments or legislation.
- Support and participate in the Agency's continuous quality improvement process.
- Other duties as required.

### Key Selection Criteria

1. A tertiary qualification in Social Work, Psychology, and/or related Early Years qualification.
2. Knowledge of the developmental stages from 3- 5 years with a sound understanding of trauma theory and attachment theory, grief and loss, and issues of a complex nature that impact upon a child's life.
3. Experience in group facilitation via online platforms or face to face.

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4. A sound knowledge and understanding of the impact of social marginalisation and complex personal issues faced by vulnerable and disadvantaged children and families
5. Experience in facilitating psychoeducational groups with professionals and service users.

### Organisational Relationships

<b>Supervisor</b>	Team Leader – Therapeutic Services
<b>Direct Reports</b>	No direct reports

### Conditions and Remuneration

<b>Salary</b>	This position is classified as an award payment on the Social Community Home Care and Disability Services Award 2010, Level 4, Pay Point 1, with an hourly rate of \$39.26 + 25% casual loading. Work performed on Saturdays will incur penalty rates.
<b>Ordinary Hours</b>	Bethany's span of hours are 8am to 7pm. This role requires evening work (6-9pm) and occasional daytime and Saturdays.
<b>Conditions</b>	Other conditions of employment as per the Bethany Enterprise Agreement.
<b>Travel</b>	Travel will be required to other Bethany offices and across the Barwon South West region and other locations.
<b>Physical Requirements</b>	<ul style="list-style-type: none"> <li>▪ Sit at a computer or in meetings for extended periods – Daily</li> <li>▪ Work in an open plan office – Regular</li> <li>▪ Driving – Occasional</li> <li>▪ Lifting, bending, pushing and pulling – Occasional</li> <li>▪ Outreach home visits within Bethany COVID-19 guidelines – occasional</li> <li>▪ Acknowledging the impact of Covid-19 restrictions, work may include remote access and Working from Home arrangements as required by the organisation</li> </ul>
<b>Mandatory Requirements</b>	<ul style="list-style-type: none"> <li>▪ Satisfactory Police Check</li> <li>▪ Current Employee Working with Children's Check</li> </ul> <p>All employees are subject to child safety screening and assessment against child safety standards as part of our thorough recruitment process.</p>

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<b>Right to work in Australia</b>	You must either be an Australian citizen; or have permanent residence status; or an appropriate visa issued by the Department of Immigration and Citizenship that entitles the employee to work in Australia.
<b>Driver Licence</b>	A current Victorian Driver Licence is required to perform this role.

### Employee Declaration

I have read and understood this Position Description and in signing this document agree that I am capable of fulfilling all of the requirements of the position described in this document. Additionally I agree to notify management immediately of any change in my capacity to meet any of the requirements outlined in this Position Description.

Name:	Signature:	Date: