

Position Description

Title	Aboriginal School Holiday Program Facilitator
Business unit	Child, Youth and Families Tasmania
Location	Shop 6, 26-28 Green Point Road, Bridgewater
Employment type	Casual
Reports to	Team Leader, Child Youth and Family Services (Southern)

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

1. Position purpose

This role, funded by the Communities for Children, supports the promotion of the wellbeing of Aboriginal children in the Brighton area through the provision of school holiday activities to assist in building stronger relationships, and improved health and wellbeing. The role includes development, planning and facilitation of school holiday programs for Aboriginal children in kutalayna (Bridgewater).

2. Scope

Budget: nil

People: nil

3. Relationships

Internal

- CYF Tasmania leadership
- CYF Tasmania team
- Aboriginal Family and Community Worker

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External

- Uniting's clients and their families in the kutalayna (Brighton) area.
- kutalayna Collective Team, kutalayna Health Service, Aboriginal Education Workers, Tasmanian Aboriginal Centre, tagari lia Child and Family Centre, other Communities for Children community partners, and the Communities for Children Facilitating Partner, the Salvation Army.

4. Key responsibility areas

Service delivery

- To provide Aboriginal children with high quality, evidence and trauma-informed programs that will build confidence, independence and life skills, and that will enhance wellbeing and deliver better outcomes for participants.
- Support the School Holiday program team to plan and deliver programs and activities which are developmentally and culturally appropriate.
- Consider the My Time, Our Place: Framework for School Age Care in Australia, the nationally approved learning framework in the development of programming.
- Develop collaborative relationships with other local agencies providing client services.
- Work within Uniting's frameworks of service delivery, including individual program specifications and broader ecological service approaches.

Administration

- Ensure client records and safety assessments are up to date and meeting quality standards, statutory, organisational and funding body requirements.
- Complete requests for statistical and other information in a timely manner, including reporting through the funder preferred, SAMIS data base.

Quality and risk

- Carry out responsibilities in relation to the Agency's Quality and Risk Management, Compliance and Workplace, Health and Safety frameworks, policies and procedures.
- Assist with supporting internal and external audit processes as required.
- Attend core and other safety-related training including Induction.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.

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- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
 - Based on a relationship with a current member of Uniting's workforce
 - Based on my ongoing work with another organization

5. Person specification

Qualifications

- TAFE or other accredited tertiary qualification in Children's Services, School Based Education Support or other related children's and community services disciplines.

Experience

- Demonstrated experience working with children in group, activity-based settings.
- Demonstrated experience in the development, planning and implementation of programs for children aged 5 to 12 years.
- A commitment to courage; to take the initiative in the development of innovative programs that serve the experiential and cultural needs of Aboriginal children and align with the goals of community and other stakeholders.
- A commitment to a child-centred approach to service delivery.
- Understanding of trauma-informed practice.

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
- Excellent time management and organisation skills and evidence of ability to prioritise competing demands.
- Robust strategies to manage self-care and personal wellbeing.
- A current drivers licence is highly desirable.

6. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

7. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:

Signature:

Date: