

Community Inclusion Worker

STATEMENT OF DUTIES

FEBRUARY 2024

Number	Generic
Portfolio	Schools and Early Years
Branch	Child and Family Learning Centres
Section/Unit/School	N/A
Supervisor	Centre Leader – Child and Family Learning Centre
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 4
Employment Conditions	Permanent/Fixed-term, Full-time/Part-time, 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave
Location	As specified

Primary Purpose

In partnership with local communities, Community Inclusion Workers (CIWs) will assist with developing and maintaining the Child and Family Learning Centres (CFLCs) and engage with the community to breakdown identified barriers to social participation.

At the direction of the Centre Leader, work collaboratively with the community, parents/caregivers, local and state government agencies and service providers to support the participation of local families in the planning and delivery of community activities/programs and referral to other services that are responsive to the needs of families and young children. CIWs will be responsive to children and families experiencing social isolation, high levels of vulnerability and impacted by trauma to assist them to access the CFLC and relevant services for improved educational, health and wellbeing outcomes of children from birth to 5 years, including support during pregnancy.

Work with CFLC staff and partner services to achieve effective approaches to engaging those families experiencing disadvantage in their communities.

Level of Responsibility/Direction and Supervision

The occupant will assist the Centre Leader in maintaining and developing the CFLC and related community networks. Day to day work will be overseen by the Centre Leader (or another person as designated).

The occupant is responsible for assisting with identifying the needs of children and parents/caregivers and ensuring they access appropriate CFLC activities/programs and other appropriate services, networks and relationships that improve social inclusion and improved educational, health and wellbeing outcomes of children from birth to 5 years, including support during pregnancy.

Broad direction and supervision will be provided from the Centre Leader (or other person as designated), for all tasks and assist in the development and implementation of CFLC improvement plan and aligned to the Department of Education strategic plans and policy.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

Primary Duties

1. Work collaboratively with the Centre Leader and CFLC team to build and maintain effective networks and partnerships between parents/caregivers, families, volunteers, service providers, local community, government and non-government agencies.
2. Engage and support families, including during pregnancy, and young children (through a variety of mechanisms including outreach) to build rapport and facilitate their participation in a range of activities that build family confidence, skills and knowledge supporting parenting, early learning, health and wellbeing of children.
3. In collaboration with the team, co-ordinate the planning and implementation of community programs and integrated services that are responsive to the needs of families and young children, in particular, children and families experiencing

vulnerability with a focus on improved educational, health and wellbeing outcomes in children.

4. Create opportunities to develop community programs that build the capacity of parents/caregivers, volunteers and families to participate in the development and life of the CFLC and general community.
5. Work collaboratively with networks to provide/develop programs which are culturally responsive and sensitive to Aboriginals and Torres Strait Islanders, culturally and linguistically diverse groups and vulnerable groups and individuals.
6. Assist with the development of referral pathways to more intensive support services for families and promote social inclusion through community engagement, particularly with isolated and vulnerable groups and those impacted by trauma
7. Provide administrative support as required and organise/facilitate transportation for parents/carers, families or local community members to attend planned activities or appointments. Also have the knowledge and ability to complete risk assessments and adhere to workplace safety and emergency procedures.
8. Assist and coordinate with setting up of the physical environment. Undertake duties/activities related to working with small children.
9. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
10. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

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1. Demonstrated understanding of the needs, challenges and issues of identified communities together with a demonstrated understanding of the importance of the early years of life for development and achievement across the lifespan.
 2. Demonstrated ability to develop and maintain effective working relationships with a range of groups and individuals, together with a proven ability to organise and coordinate the activities of a group, including small group facilitation, and ensure community engagement.
 3. Proven interpersonal skills including high level communication, initiative, self-motivation and capacity for innovation, together with the ability to work effectively and flexibly in a team environment and positively with families and communities.
 4. Proven administrative skills and experience, including the ability to plan and undertake projects, problem solve, organise workloads and meet deadlines, document processes and practices and make clear recommendations.

5. Demonstrated local knowledge of, and networks in, the local community, especially relating to social inclusion issues.
6. Ability to work effectively with Aboriginal and Torres Strait Islander, culturally and linguistically diverse groups and other vulnerable groups and individuals.
7. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
- A current driver's licence

Desirable

- An appropriate qualification, such as a qualification in Child Care, Early Childhood Education, Health Care and/or Community Development, or a related discipline.

Working within the Department for Education, Children and Young People



Connection



Courage



Growth



Respect



Responsibility

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 973874 – Deputy Director Strategic Recruitment and Payroll
Operations
Request:
Date Duties and Selection Criteria Last Reviewed: insert month/year and initial e.g. 05/17 PMG
