



POSITION DESCRIPTION - Early Years Educator (CPC)

OUR CORE VALUES	
Underpinning the work of Wunan are:	
• Urgency for change: acting now to make change happen today	
• Leadership: priding ourselves in being role models for others	
• Diligence: doing things once and doing them right	
• Accountability: being responsible for everything we do	
• Integrity: doing the right thing even when no one is watching	

CLASSIFICATION	Management of Service Delivery
AGREEMENT TYPE	Social, Community, Home Care and Disability Services Industry Award 2010. Level 5 pay Point 1
ESSENTIAL REQUIREMENTS	Refer to selection Criteria
REPORTS TO	General Manager Programs
POSITION LOCATION	Kununurra
WORK TYPE (FT/PT/CASUAL)	FT Temporary 14 January 2018 to 30 June 2019
SALARY RANGE	\$1427.76 per week Plus Superannuation
VACCINATION CATEGORY	A
WORKING WITH CHILDREN	Required
CRIMINAL RECORD CHECK	Required
DRIVERS LICIENCE	Required

PRIMARY PURPOSE	To manage the day to day delivery of services on behalf of the Wunan Foundation in a functional area or functional areas or in a geographic location.
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KEY ACCOUNTABILITIES

The details will be reviewed on a minimum of a six monthly basis within standard operating parameters as maybe required.

Service Planning, Establishment and Development

- Lead a team of support workers.
- Community engagement to inform on-going service design and development
- Plan service delivery
- Assist the Manager with the development of funding applications where required
- Assist the Manager with budget preparation where required
- Assist the Manager with development of policies and procedures where required
- Assist the Manager with progress reporting against KPI's where required.

Service Management

- Schedule and deliver a range of relevant services and activities
- Manage and supervise a team and administrative support workers
- Develop and maintain appropriate records of activities
- Report on activities and outcomes to the Manager.
- Maintain client case management files
- Ensure culture is an embedded component of service delivery.

Continuous Improvement

- Engage in a process of continuous improvement and reflection on practice
- Lend support to processes of service evaluation and review
- Commit to a process of service co-design with the community
- Provide staff with opportunities for professional development and growth.

Network and Partner

- Establish and maintain strong collaborative relationships with key stakeholders, including funding bodies and service delivery partners
- Advocate in support of the service in various forums
- Promote a joined-up model of integrated service provision.

Operations

- Facilitate and contribute to regular team meetings
- Liaise regularly with and actively support the Manager
- Work collaboratively with all Wunan support services and the executive
- Model compliance with workplace health and safety responsibilities, including policies, operating procedures and instructions
- Report and work to reduce all risks, hazards, near misses and accidents in accordance with established standards
- Undertake other duties, including working with and across other Wunan services where instructed to do so.

Other Duties

- Ensure compliance with Workplace Health and Safety standards, policies, operating procedures and instructions
- Report all risks, hazards, near misses and accidents in accordance with correct procedures and act to remove any hazards
- Assist with the development of policies and procedures where required



	<ul style="list-style-type: none"> Undertake other duties as required at the direction of the Manager Employment and Education Programs.
SELECTION CRITERIA	<p>Demonstrated understanding and or skills in:</p> <ul style="list-style-type: none"> Early Years Teaching qualification Experience reporting against project milestones and KPI's Excellent communication skills Effective time management skills Computer and administration skills using databases, MS Office applications and internet Excellent interpersonal skills including the ability to deal effectively at all levels of the organisation Demonstrated ability to maintain a positive and enthusiastic attitude Demonstrated strong initiative skills with the ability to be self-directing and work autonomously
KEY CHALLENGES	<ul style="list-style-type: none"> Develop children's capacity for development Effective work attendance strategies Professional development
KEY RELATIONSHIPS	<ul style="list-style-type: none"> Parents and Children Local organisations Schools Local Indigenous organisations Local Community Leaders
OTHER REQUIREMENTS	<ul style="list-style-type: none"> Aboriginal & Torres Strait Islander people are particularly encouraged to apply.



Job Demands Checklist

Physical Demands	Frequency
Sitting - remaining in a seated position to perform tasks	Constant
Standing - remaining standing without moving about to perform tasks	Frequent
Walking - Floor type: ; even/uneven/slippery, indoors/outdoors, slopes	Occasional
Running - Floor type; even/uneven/slippery, indoors/outdoors, slopes	Occasional
Bend/lean Forward from waist -Forward bending from the waist to perform tasks	Occasional
Trunk Twisting - Turning from waist while sitting or standing to perform tasks	Occasional
Kneeling - remaining in a kneeling position to perform tasks	Occasional
Squatting/Crouching - Adopting a squatting or crouching posture to perform tasks	Occasional
Leg / Foot Movement - Use of leg and /or foot to operate machinery	Frequent
Climbing (stairs/ladders) - Ascend /descend stairs, ladders, steps	Occasional
Lifting/Carrying - Light lifting & carrying : 0-9kg	Occasional
Lifting/Carrying - Light lifting & carrying : 10-15kg	Occasional
Lifting/Carrying - Light lifting & carrying : 16 and above	Occasional
Reaching - Arms fully extended forward or raised above shoulder	Occasional
Pushing/pulling/restraining - Using force to hold /restrain or move objects toward or away from the body	Occasional
Head/Neck Postures - Holding head in a position other than neutral (facing forward)	Frequent
Hand & Arm Movements - Repetitive movements of hands and arms	Occasional
Grasping/Fine Manipulation - Gripping, holding, clasping with fingers or hands	Frequent
Work at Heights - Using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving - Operating any motor powered vehicle	Occasional

Sensory Demands	
Sight - Use of sight is an integral part of work performance e.g. Viewing of X-rays, computer screens	Constant
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	Constant
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	Occasional
Taste - Use of taste is an integral part of work performance e.g. Food Preparation	Occasional
Touch - Use of touch is an integral part of work performance	Constant



Psychosocial Demands	
Distressed People - e.g. Emergency or grief situations	Occasional
Aggressive & Uncooperative People - e.g. drug/alcohol, dementia, mental illness	Occasional
Unpredictable people - e.g. dementia, mental illness, head injuries	Occasional
Restraining - Involvement in physical containment of patients / clients	Occasional
Exposure to Distressing Situations - Child abuse,	Occasional

Environmental Demands	
Dust - Exposure to atmospheric dust	Occasional
Gases - Working with explosive or flammable gases requiring precautionary measures	Occasional
Fumes - Exposure to noxious or toxic fumes	Occasional
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	Occasional
Hazardous substances - e.g. Dry chemicals, glues	Occasional
Noise - Environmental / background noise necessitates people raise their voices to be heard	Occasional
Inadequate Lighting - Risk of trips, falls or eyestrain	Occasional
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	Occasional
Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C	Occasional
Confined Spaces - areas where only one egress (escape route) exists	Not Applicable
Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground	Occasional
Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls	Occasional
Working At Heights - Ladders / stepladders /scaffolding are required to perform tasks	Not Applicable
Biological Hazards - exposure to body fluids, bacteria, infectious diseases	Occasional.

Codes; C=Constant, F=Frequent, O=Occasional, N= Not applicable.

I _____ have read, understand and accept the duties and responsibilities of this position description.

Signed

Witness

Date