



EARLY EDUCATION (EARLYED) INC.

Position Description

POSITION: Family Support Worker

RELATIONSHIPS:

Accountable to: Director
Team Leader
Management Committee

Interpersonal Relationships: Internal

Director
Team Leader
Other EarlyEd staff

External

Families accessing EarlyEd services
Disability service providers
Other professionals and the community

BACKGROUND:

EarlyEd is a not-for-profit early childhood intervention service that has been providing services since 1979. We provide flexible, family-centred services in accordance with recommended practices in early childhood intervention.

Our teams include: early childhood special educators, speech pathologists, occupational therapists, physiotherapists, family support workers and classroom assistants who provide a variety of programmes at our centres at North Sydney and Rosehill, and within the community. These programmes include: *Early Learners* groups; individual sessions, *School Readiness* programmes, consultancy support to mainstream early childhood settings; home visits and family support. The family support worker is involved in all aspects of EarlyEd programmes.

PURPOSE OF POSITION:

The Family Support Worker will work as a member of the EarlyEd team and will utilise their skills in counselling and knowledge of community resources to deliver programmes and support services to families with a child with a disability, within the context of a flexible family-centred early childhood intervention service.

KEY RESPONSIBILITIES

Service delivery

1. To assess the needs of families to identify specific support needs, including needs related to:
 - Family support
 - Funding
 - Housing support
 - Respite support
 - Information
 - Advocacy

2. To provide individual and/or group interventions as negotiated to address issues identified as priorities by the family, including:
 - emotional support

- parenting issues
 - sibling issues
 - family relationship issues
 - referrals for housing support
 - respite advice/information
 - Centrelink allowances and benefits
 - referrals to other agencies eg. Tresillian
 - counselling (short term and targeted)
 - advocacy (in liaison with other agencies)
3. To facilitate education and support groups at times that are convenient to families including evenings and weekends.
 4. To provide support, education, information and advocacy to families and carers that enhances family interactions with their child and informs their decision-making, within existing group programmes and on an individual basis.
 5. To liaise with other team members regarding the specific needs of children and families.
 6. To participate in the formulation and implementation of individualised family service plans in accordance with EarlyEd guidelines.
 7. To liaise with other relevant professionals.
 8. Act as a support and resource to team members on issues affecting families eg. child protection, families with complex needs.

Information Management

1. To ensure appropriate administrative and developmental and programming records are kept on all children in accordance with EarlyEd's protocols and procedures.
2. To provide reports, letters and correspondence in accordance with EarlyEd's protocols and procedures.

Team Participation

1. To work in partnership with other staff to provide a co-ordinated effective programme for children and their families.
2. To promote a co-operative and co-ordinated team and to enhance good staff morale.
3. To attend and participate in regular staff meetings as required.
4. To participate in working parties to develop resources and share information and other duties as required.

Accountability

1. To ensure own work is completed and recorded in a timely fashion.
2. To ensure familiarity with and act in accordance with all EarlyEd's stated policies and procedures.
3. To ensure the application of ethical, legislative and regulatory requirements.
4. To ensure reporting requirements are completed including maintaining statistics as required by funding bodies
5. To maintain confidentiality and sensitivity to privileged information about children and families at all times.

Community Partnerships

1. To contribute to the development of community awareness of the needs and rights of all children in particular children with a disability.
2. To cultivate positive relationships with community groups and professional networks through participation in working parties, committees e.g. ECIA, ECICP
3. To maintain a positive professional reputation and act as an ambassador for the organization.
4. To participate in the delivery of educational talks, seminars and workshops to relevant community groups and families

Professional development and participation

1. To participate in own staff performance appraisal
2. To participate in internal and external professional development opportunities as appropriate
3. To participate in the supervision and support of students/visitors to the programme as negotiated.

Other tasks

1. as required

QUALIFICATIONS AND EXPERIENCE (Selection Criteria)

Essential

- Qualification in a relevant field such as Psychology, Social Work, the Human Services or Social Science
- Demonstrated experience in working with young children with delays/disabilities and their families using a family-centred approach.
- Demonstrated knowledge of effective parenting and behaviour management techniques
- Knowledge of resources and supports available to families of young children with delays/disabilities
- Previous experience in working as a member of a an inter/transdisciplinary team.
- Excellent written and oral communication skills
- Computer literacy
- Current driver's licence and use of own car
- Experience working with people from diverse backgrounds

Desirable

- Membership of ECIA (Early Childhood Intervention Australia)
- Ability to speak a second language

SALARY & CONDITIONS

The salary is dependent on qualifications and experience. As a not-for-profit organisation we are able to offer generous salary packaging.

There is the opportunity to work flexibly in the school holidays.

The position will require an ability to work flexible hours.