

POSITION Co-Educator
REPORTS TO Centre Manager
DATE CREATED January 2024

ORGANISATIONAL ENVIRONMENT

Melbourne City Mission (MCM) is a leader and innovator in the provision of services to the community. Established in 1854, Melbourne City Mission is a non-denominational organisation that supports thousands of Victorian people and communities to overcome barriers and disrupt disadvantage to live their life, their way.

As a service provider Melbourne City Mission's work is focussed on supporting people to take charge of their own lives and participate fully in community life. Melbourne City Mission's service profile includes Children, Youth, Adult and Family; Disability; Employment, Education and Training; Homelessness; Justice; and Palliative Care.

As a social change agent Melbourne City Mission advocates for social policy change and works across all sectors in seeking to achieve sustainable outcomes for communities experiencing disadvantage.

JOB CONTEXT

Melbourne City Mission recognises that the early years are critically important for all children, and with the right supports in place they can get the best possible start in life. Our tailored supports and linkages create an integrated early years' offering, making sure that the wellbeing of children who face challenges is enhanced through the services we provide.

Melbourne City Mission runs two Early Years Hubs; Hartnett House (Brunswick – 126 place) and Doreen (120 place), open daily to provide quality care to children aged between 6 weeks to 6 years of age. Children come first and are respected as confident, competent individuals. We aim to support the community through our long-standing heritage by providing long day care, funded kindergarten and other community and early years development services through Melbourne City Mission.

JOB PURPOSE

Co-Educators employed within the Early Years Program at Melbourne City Mission are offered the opportunity to develop and grow in the Early Childhood Industry. Early Childhood Co-Educators are responsible for contributing to the delivery of high quality, responsive, early childhood programs that foster the development of children in terms of their social, emotional, cognitive, and physical wellbeing.

Through collaborative partnerships with Early Years staff, children, families, Early Childhood professionals, and the local community, the individual will develop the skills and experience necessary to uplift the quality of the service and provide quality and care to those Melbourne City Mission supports.

JOB OBJECTIVES

Duties of this role may include but are not limited to the following:

- Supporting the Lead Educator in the planning and implementation of a creative educational, diverse, and inclusive program that considers children's individual developmental needs and interests.

- Contribution to the planning and programming within the centre, posting daily highlights and other documentation (e.g., observations, goals, learning stories) as required on the Storypark platform.
- Establishing and maintaining positive relationships with children and families, responding to their individual needs, and ensuring the environments are safe and secure spaces.
- Engaging in positive, encouraging, and respectful relationships with children, ensuring fair treatment that fosters self-esteem, cultural identity and offers opportunity for agency and independence.
- Consistently exhibit care, respect, and a commitment to confidentiality when engaging in interactions with Early Years staff, families, children, visitors, and other relevant individuals.
- Always ensure active supervision of children.
- Maintaining the environments to ensure they are consistently tidy, clean, safe, and maintained, communicating any matters to management that require attention (e.g., property repairs, equipment maintenance, pest control, etc.).
- Participation in emergency drills and taking necessary steps to ensure children's safety in emergency or potentially dangerous situations.
- Setting up and learning experiences in line with the educational program and engaging with the children to encourage active learning and offer support where required.
- Providing observations and feedback to Early Childhood Intervention Specialists to assist with developmental support for any children accessing external services.
- Attendance to all staff meetings and professional development opportunities in line with the requirements of the role, and to actively maintain up to date knowledge regarding current developments within the Early Childhood sector.
- Completion of any assigned training on LearnHub and mandatory training required to carry out the role effectively and enable best practice.
- Communicate with the Early Years staff regarding any concerns for children's wellbeing, and/or suggestions that may encourage development and learning opportunities for the children in their care. In cases where notifications to relevant authorities are required, acting sensitively and confidentially to ensure the safety and wellbeing of the child and/or their family is the top priority.
- Collaborating with individuals across Melbourne City Mission programs and divisions (Quality, People and Development, Human Resources, Property, Inclusion and Diversity, etc.) where relevant in order to uplift the quality of the services and enable effective processes.
- Contribution and input to the Early Years policies, procedures, and Quality Improvement Plan(s), to uplift quality of the service.
- Ensuring services are delivered within the framework of MCM's policies and procedures, legislative requirements, and meet the relevant service standards.
- Performing other duties as delegated by the Centre Manager.

KEY RELATIONSHIPS

This position may have relationships with a diverse range of MCM employees, external service providers, organisations, and stakeholders within the community, with the view to providing the most appropriate and effective services and supports to the people they support. Examples of key relationships are detailed in the following table:

- Lead Centre Manager – Early Years
- Centre Manager

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| Internal Relationships | <ul style="list-style-type: none"> • Early Years Staff (Educators, Administrators, etc.) • People and Development • MCM Early Childhood Intervention Services |
| External Relationships | <ul style="list-style-type: none"> • Clients (families and their children) • Local Community (local businesses, council, MCH, etc.) • External Early Childhood Intervention Specialists (Speech Therapists, Occupational Therapists, etc.) |

KEY SELECTION CRITERIA

Qualifications / Experience

- Enrolled in and working towards (with a minimum of 3 completed units) a Certificate III in Children's Services or above, as approved by the Australian Children's Education and Care Quality Authority (ACECQA).
- Current HLTAID012 (or equivalent) and CPR certificates, or proof of enrolment.

Essential:

- Introductory knowledge of the Early Years Learning Framework (and/or other relevant educational frameworks), Education and Care Services National Regulations and National Law.
- Excellent written and verbal communication skills, with the ability to compose professional emails and engage in positive interactions with customers and stakeholders.
- Presentable and punctual.
- Commitment to confidentiality for families and children.
- High attention to detail and accuracy.
- Ability to follow direction given by Early Years staff, work autonomously, effectively time-manage, and prioritise tasks.
- Ability to work under pressure and maintain strong relationships amongst team members.
- Capacity to meet the physical requirements of the role, inclusive of bending, sitting/standing, and lifting.
- A current Employee Working with Children Check or proof of application.
- Capacity to respond appropriately to children at risk of harm or neglect, a current Mandatory Reporting Certificate, and knowledge of the Child Safe Standards.

Desirable:

- Experience and confidence in the use of software such as Storypark, Xplor, Riskman, and Playground.
- Initiative to source resources to assist with quality output of documentation, e.g., Early Years Learning Framework.
- Experience in the development and implementation of a Quality Improvement Plan.

ORGANISATIONAL REQUIREMENTS AND COMMITMENTS

Workplace Health & Safety:

MCM's strategy is to create a working environment in which we have zero tolerance for compromised worker safety. As an employer we endeavour to provide a working environment that is safe for all employees and clients and adheres to Occupational Health & Safety regulations as an employer.

As an employee, you also have Occupational Health & Safety responsibilities as follows:

- To comply with all MCM policies related to Occupational Health and Safety in the workplace.

- Take reasonable care of your own health and safety in addition to the health and safety of your colleagues and clients who may be affected by your acts or omissions in the workplace.

Client Wellbeing and Safety:

We are committed to the safety and wellbeing of children, young people, people with a disability and other vulnerable people. We have a zero tolerance of abuse and neglect of all vulnerable people and are committed to actively contributing to a safe organisation in which children, young people, people with a disability and vulnerable people are protected from violence, abuse and neglect. All employees are required to comply with the Child Safe Standards.

Operational Accountability:

MCM is committed to operating efficiently, ethically and remaining operationally and financially sustainable.

As an employee you are expected to operate within the requirements of our accreditation, registrations, delegations, and work responsibilities as detailed in our various policies and procedures, Code of Conduct, and regulatory guidelines.

COMPLIANCE

As an employee, you are expected to comply with the following:

- Comply with and actively support all position, division and organisational policies and procedures.
- All employees are subject to MCM’s Employment Safety Screening Procedure.
- All prospective employees are subject to satisfactory completion of employment safety screening prior to their commencement. This includes: National Police check, International Police check (if required), a Victorian Working with Children Check (if applicable), checking employees’ names against the Disability Worker Exclusion List (DWEL) maintained by the Disability Worker Exclusion Scheme (DWES) Unit (if applicable), a Disqualified Carer Check against the Victorian Carer Register (if applicable), and the right to work in Australia.
- Prospective incumbents who have lived overseas for 12 months or longer during the past 10 years are required to provide the results of an international police check where it forms part of the Safety Screening requirements for DHHS funded services or NDIS Risk-Assessed roles. Applicants should contact the relevant overseas police force to obtain this and submit as part of their application. Details of overseas police agencies are available on the Department of Home Affairs website: <https://immi.homeaffairs.gov.au> (search ‘police check’).

LEADERSHIP CAPABILITY FRAMEWORK

In addition to the key selection criteria, applicants should be able to demonstrate the following attributes:

KEY AREA	BEHAVIOURAL CAPABILITIES
PARTNERSHIPS	<p>Customer Focused</p> <p>We do our best work when we understand people and enable them to direct their own lives. We partner with others to provide access to what they need locally.</p>
	<p>Collaboration & Cooperation</p> <p>Seeks to find the right solution for all. Stays connected, and works together with colleagues and customers to achieve great things</p>

REPUTATION	Provable Results Is accountable. Delivers measurable outcomes. Driven and energetic; striving to meet targets and quality outputs for customers and colleagues.
REPUTATION	Doing Our Best Follows a 'right first time' approach. Sets and expects high standards as a mark of MCM's reputation.
PEOPLE	Challenge & Change Forward thinking. Challenges the status quo and looks for innovative solutions to how MCM can make a positive difference.
PEOPLE	Safety First Always puts safety first. Creates a safe, healthy, and caring workplace that is expressed in all operational activities and interactions with others.

OUR VALUES

Employees are expected to commit to and demonstrate MCM's values:

Together	<p>We are inclusive and accepting of difference.</p> <p>We work in highly effective teams and our people are connected across our organisation.</p> <p>We engage proactively with others to deliver outcomes.</p>
Courageous	<p>We speak up constructively in line with our convictions.</p> <p>We pursue our goals with determination.</p> <p>We are passionate about our advocacy role.</p>
Curious	<p>We are inquisitive and ask why.</p> <p>We challenge the status quo.</p> <p>We actively explore the alternatives.</p>
Open	<p>We are transparent and have genuine, honest interactions.</p> <p>We listen and hear people's voices.</p> <p>We value and respect the autonomy of clients.</p> <p>We trust one another.</p>
Accountable	<p>We act safely in all our interactions.</p> <p>We manage within our financial and resource boundaries.</p> <p>We own our outcomes and decisions.</p> <p>We are proud of the work that we do</p>