

POSITION DESCRIPTION

POSITION TITLE	Children's Services Support Officer		
POSITION OVERVIEW	Provision of administrative support to Children's Services including recruitment, supporting the writing of Strategic Inclusion Plans and claiming inclusion funding. This position will also attend services to help support the implementation of inclusive practices.		
CLASSIFICATION	WCS Level 5	SERVICE AREA	Children's Services
EMPLOYMENT STATUS	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Casual		HOURS PER WEEK 38
LOCATION	Corinna Street Offices and WCS OSHC Services		
IMMEDIATE MANAGER	Manager, OSHC and Inclusion Support		
INDUSTRIAL AGREEMENT	Woden Community Service Inc - Caring for Our People, Building Our Capability to Serve, Enterprise Agreement 2021-2023.		
REPORTING RELATIONSHIPS			
NO OF DIRECT REPORTS	Nil	NO OF INDIRECT REPORTS	Nil
KEY RELATIONSHIPS			
INTERNAL	CS Management team, CS Managers, OSHC Staffing Coordinator, Enrolment team, CYFS Director, People & Culture Team, Learning and Development Specialist		
EXTERNAL	Families and Care Givers, Children, Education Directorate staff, community members.		
KEY ACCOUNTABILITIES			
<ul style="list-style-type: none"> Schedule and book meetings for CS Management and Child safe agency working group, act as secretariat; taking of meeting minutes, and distribution. Provide administrative support to the Children's Services recruitment process, including scheduling and attending interviews, referee reports, contract requests and variations. Assist with writing and updating the strategic inclusion plans for services as guided by the inclusion support manager Attend services to guide and support the implementation of the strategic inclusion plan. Assist with inclusion support funding through QikKids as guided by the inclusion support manager. Research and management of professional development opportunities for staff, including liaison with RTO's and Service Providers, attendance bookings, maintenance of employee records. Review and maintain CS handbooks, including engaging with relevant stakeholders to maintain currency and accuracy. Provide other administrative support to the CS management team as required to meet financial, compliance and regulatory obligations within required timeframes. Facilitate the delivery of Children's Services targeted activities such as Paint and Play and Circles of Security if needed. Support OSHC rostering with backup rostering duties as required. 			

- Participate in relevant meetings, ongoing reviews, organisational activities, and events as necessary.
- Actively participate in ongoing quality improvement, and National Quality Improvement requirements
- Regularly evaluate personal performance and actively seek opportunities to develop professionally and personally. Engage in the ongoing improvement of own knowledge and skills through training and reflective practice.
- Actively participate in staff/team meetings, organisational activities and various community events.
- Contribute as an effective team member by sharing information, supporting and assisting colleagues in a proactive manner to meet organisational goals and timeframes.
- Ensure your safety, the safety of the community, service users and your colleagues by following the WCS Work Health and Safety Policy and Procedures at all times.
- Foster a culture where everyone is valued, respected and recognised by applying workplace diversity and equity principles.
- Apply National Principles for Child Safe Organisations, as applicable for the role.
- Perform other duties as directed by the Manager.

EXPERIENCE & QUALIFICATIONS

Essential

- Relevant tertiary qualifications associated with Early Childhood and/or Primary School Education.
- Sound understanding or practical knowledge of the work undertaken in the Children's Services Sector.
- Demonstrated knowledge of all MS Office Suite, with the ability to learn other applications e.g., Qikkids, Deputy, etc.
- Demonstrated ability to use IT equipment, tablets, and smart phones.
- Strong attention to detail, time management, problem-solving and organisational skills.
- Highly effective verbal and written communication skills that ensure effective sharing of information and support to staff and management.
- Proactive approach including being a motivated self-starter and having the ability to work flexibly and effectively within a team and under minimal supervision.
- Reliable, punctual, and mature attitude to work.
- Has a thorough understanding of the importance of personal and professional boundaries, ethical behaviour, policies, and procedures.
- Current first aid certificate in an education and care setting (including asthma and anaphylaxis).
- Current Driver's Licence and access to private vehicle.

Desirable

- Experience with writing and implementing strategic inclusion plans

Other

- Ability to work outside normal business hours if required.
- Demonstrate at all times commitment to WCS' Purpose and Values, and follow the WCS Code of Conduct.
- Ongoing employment is subject to a satisfactory Police check and maintaining a current ACT Working with Vulnerable People registration.

Document History

Original: September 2021

Revised: November 22

Version: V3

Employee's name

Signature

DATE

