

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Inclusion Support Officer		
<b>POSITION OVERVIEW</b>	Provision of inclusion support to Children's Services including, supporting the writing of Strategic Inclusion Plans, developing strategies and inclusion funding applications. This position will also attend services to help support the implementation of inclusive practices.		
<b>CLASSIFICATION</b>	SCS Level 4	<b>SERVICE AREA</b>	Children's Services
<b>EMPLOYMENT STATUS</b>	<input type="checkbox"/> Full time <input checked="" type="checkbox"/> Part time <input type="checkbox"/> Casual		<b>HOURS PER WEEK</b> 25
<b>LOCATION</b>	Shea Street and WCS OSHC Services		
<b>IMMEDIATE MANAGER</b>	Manager, OSHC		
<b>INDUSTRIAL AGREEMENT</b>	Woden Community Service Limited Enterprise Agreement 2024		
<b>REPORTING RELATIONSHIPS</b>			
<b>NO OF DIRECT REPORTS</b>	Nil	<b>NO OF INDIRECT REPORTS</b>	Nil
<b>KEY RELATIONSHIPS</b>			
<b>INTERNAL</b>	CS Management team, CS Managers, OSHC Staffing Coordinator, Enrolment team, CS Executive Manager, HR Team, Learning and Development Specialist		
<b>EXTERNAL</b>	Families and Care Givers, Children, Education Directorate staff, community members.		
<b>KEY ACCOUNTABILITIES</b>			
<ul style="list-style-type: none"> <li>Support WCS to maintain compliance regarding the management and oversight of children with additional medical, behavioural and environmental support needs.</li> <li>Support Early Childhood Centres, Preschools and OSHC to develop and maintain inclusive learning environments and curriculums.</li> <li>Assist with developing, writing and updating the Strategic Inclusion Plans for Early Childhood Centres, Preschools and Out of School Hours Care (OSHC) Services.</li> <li>Ensure Strategic Inclusion Plans and Individual Support Plans are individualised, intentional and meaningful to the child, family and community, with consideration to Centre/Service contexts.</li> <li>Where appropriate, attend services/centres to guide and support the implementation of the Strategic Inclusion Plan.</li> <li>Support access to, support with and execution of relevant portal information provision.</li> <li>Communicate relevant updates regarding funding applications to families, Children's Services Management and Coordinators.</li> <li>Maintain strong and respectful stakeholder relationships, including Inclusion Agency's, Senior Practitioners Office and Peak Bodies.</li> <li>Commit to staying up to date with sector advice, guidance and best practice in relation to Inclusion and Inclusive Practices.</li> </ul>			

- Represent WCS at relevant community and sector meetings, engage in professional development and community engagement opportunities.
- Support services with strategies to facilitate the Inclusion of all children.
- Co-facilitate the enrolment and orientation of children with additional support needs.
- Develop Inclusion Support Plans for children, where needed.
- Liaise with all relevant stakeholders both internal and external.
- Provide other administrative support to the CS management team as required to meet financial, compliance and regulatory obligations within required timeframes.
- Support the setup and execution of funding related tasks, including claiming of funding.
- Support WCS to meet all reporting obligations, including additional reasonable requests.
- Participate in relevant meetings, ongoing reviews, organisational activities, and events as necessary.
- Support Children's Services team to build and conduct training when 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 your supervisor.

## EXPERIENCE & QUALIFICATIONS

### Essential

- Relevant tertiary qualifications associated with Early Childhood and/or Primary School Education, or disability support.
- Sound understanding or practical knowledge of the work undertaken in the Children's Services Sector.
- Experience working with children with additional needs.
- 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.
- Demonstrated understanding of professional boundaries, privacy and confidentiality.
- Current first aid certificate in an education and care setting (including asthma and anaphylaxis).
- Current Driver's Licence and access to private vehicle.

<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Experience with writing and implementing strategic inclusion plans.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Ability to work outside normal business hours if required.</li> <li>• Demonstrate at all times commitment to WCS' Purpose and Values, and follow the WCS Code of Conduct.</li> <li>• Ongoing employment is subject to a satisfactory Police check and maintaining a current ACT Working with Vulnerable People registration.</li> </ul>

<b>Document History</b>	<b>Original:</b> July 2023		<b>Revised:</b> August 2025		<b>Version:</b> V4	
<b>Employee's name</b>		<b>Signature</b>		<b>DATE</b>		