

# POSITION DESCRIPTION



**JOB TITLE:** Early Childhood Program Support Worker

**REPORTING TO:** Team Leader Youth and Children Programs

**DEPARTMENT:** Service Delivery

**LOCATION:** Lismore NNSW

**THE ROLE:** This role will support the YWCA Australia NNSW Early Childhood programs to ensure children and their families are safe, engaged and connected while participating in YWCA programs.

**YWCA VISION:** all women, young women and girls are safe and respected, with equal access to power, opportunity and resources.

**YWCA PURPOSE:** to be a strong, unified, national feminist organisation for women, young women and girls, working to achieve gender equality.

It is a requirement that the job holder fully complies with, promotes and lives

**YWCA's Core Values:**

**FEMINISM**

**INCLUSION**

**EXCELLENCE**

**INNOVATION**

**INTEGRITY**

## KEY RESPONSIBILITIES

- Assist in the preparation of early learning environments, including set up and clean-up of play and activity areas.
- Support and supervise children across all activities and routines in the program, facilitating age-appropriate activities in conjunction with Program Coordinator.
- Share observations and information with the Coordinator regarding children's health/development where appropriate.
- Engage and support families to build their capacity to meet the needs of the children in their care, through an inclusive and strengths-based approach.
- Provide families with relevant information to support their connection to other support services in conjunction with the Program Coordinator.
- Provide transportation using YWCA vehicles to support family and child engagement in YWCA program activities and events.
- Undertake other tasks as assigned by the manager.

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## QUALIFICATIONS, EXPERIENCE AND ATTITUDE

1. Children's Services Cert III with significant experience in an early childhood environment.
2. Experience working with children with developmental delays and behavioural challenges is desirable.
3. Demonstrated experience in working with families experiencing vulnerabilities Indigenous families or families from a diverse background.
4. Demonstrated understanding of, and training in, relevant child protection legislation.
5. Willingness to undertake a National Criminal Check and obtain a valid state-based working with children or working with vulnerable people check.
6. Possess a current NSW driver's licence.

## EMPLOYEE AGREEMENT

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Name

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Date

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Signature