



Our Vision	All children have the best start in life
Our Role	Partnering with families and communities to enable children to thrive
Our Values	<p>Listen, understand and learn</p> <p>Embrace cultures, communities and families</p> <p>Celebrate unique strengths and experiences</p> <p>Inspire each other to grow and thrive</p> <p>Nurture kindness and the joy of play</p> <p>Strive to deliver the best outcomes and care</p>

1. Introduction

QEC is proud to be Victoria’s largest provider of residential and community-based early parenting services.

Formed in 1917, QEC is also a public hospital and community service organisation. We are passionate about supporting families to grow, parents to blossom and children to thrive.

QEC delivers a variety of services and support programs to families with young children (aged from newborn to 4 years of age) in partnership with government and not for profit partners.

QEC promotes the safety, wellbeing and inclusion of all children. Many families experience various challenges that, from time to time, may impact on their ability to nurture and support the growth and development of their young children. QEC offers a community of support to families if and when we are needed.

QEC programs are research-informed and tailored to meet the unique needs of each family. Our work equips families to best nurture, protect and enhance their children’s safety, health and development.

QEC’s multidisciplinary team of experienced professionals are committed to partnering with families to achieve the best outcomes for children. Our team includes Maternal and Child Health, Paediatric, Mental Health and General Nurses, a Medical Practitioner, Midwives, Psychologists, Social Workers, and Early Parenting Practitioners.

With service locations based at Noble Park, Mentone, Wodonga, Preston, Dandenong and Morwell, QEC are committed to providing services that are accessible to families across Victoria.

We acknowledge all Aboriginal and Torres Strait Islander peoples as the traditional owners of the lands on which we walk, live and raise our children. We pay our respects to traditional owners past, present and future and acknowledge the importance of children being raised with connections to culture, community and family.



2. Position Profile

Position Objective

The primary role of the Early Childhood Development Educator is to assist The Orange Door, Child and Family Services Alliance members and key stakeholders through networking, training coordination, information sessions and secondary consultation and referral to the Orange Door.

The Clinical Coordinator is responsible for leading and supporting a small multidisciplinary QEC team to deliver high quality care and support for children and families engaged in home based and community programs.

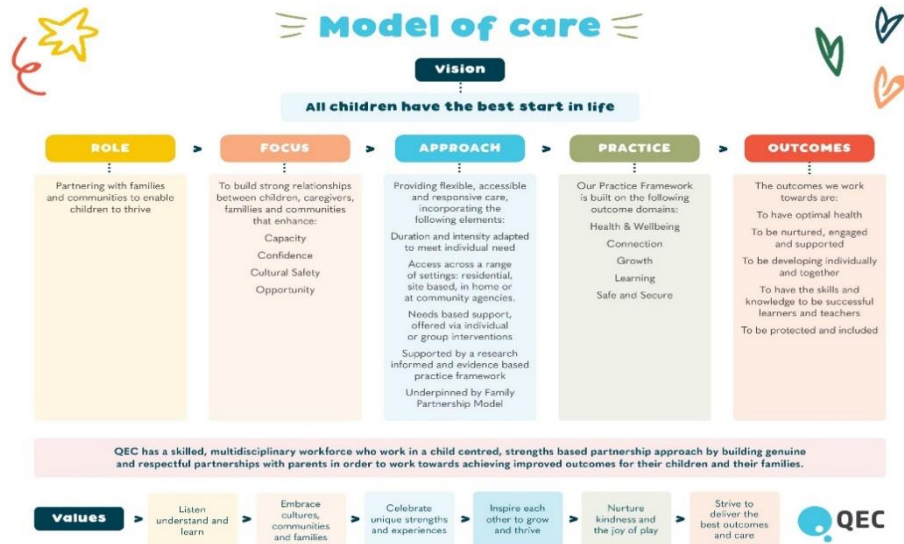
Position Details

Location	Morwell, Gippsland
Hours	0.6 FTE, (2.5 FTE ECD Advisor & 0.5 FTE Coordinator), Fixed Term
Agreement	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 - 2026 or Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2020 - 2024
Classification	AHP1 Grade 2 or equivalent
Reports to	Team Manager, Gippsland
Internal Liaisons	Client children and their families Residential Clinical Leadership team QEC clinical and corporate support teams Relevant QEC committees QEC employees
External Liaisons	Department of Families, Fairness and Housing Other external stakeholders



3. QEC Programs

QEC provide a range of clinical and education programs for families and services across Victoria. Each program is informed by QEC’s Model of Care.



QEC Clinical Programs include Early Parenting Centre programs and Community (Family Services) home-based programs.

Early Parenting Centre Programs include:

- Assessment and Intake
- Residential Program
- Day Stay
- Play Steps
- Parenting Plus
- Parenting Assessment and Skill Development Service (PASDS)

QEC Community (Family Services) Programs include:

- PASDS home based
- Individual Child and Family Support Programs
- Specialised Interventions - Stronger Families
- Family Preservation and Reunification Response (FPRR)
- ForWhen



4. Key Accountabilities

Position Objectives - Early Childhood Development Advisor

- In collaboration, identify, prioritise, and develop strategic responses to address local barriers and challenges for vulnerable families and children in accessing and engaging with early years' services.
- Provide consultation to the Family Services practitioners in relations to Family Action Plans to ensure that appropriate responses to the developmental needs of children are assessed and planned, and that access and engagement with the universal services is facilitated
- Provide targeted professional education sessions to early years' services, Orange Door /Family Services staff, to assist them in their work with vulnerable children and their families. Recommend strategies and interventions required in addressing early childhood developmental needs.
- In collaboration, improve systematic response to vulnerable children and families through strengthening referral pathways between early years' services and Orange Door/ Family Services and child protection, developing local agreements and protocols, and developing local strategies to support engagement and participation with early years' services.
- Work in collaboration with Berry Street and Bass Coast Early Childhood Development Workers to achieve objectives as identified through the Family Services Catchment Plan.
- Participate in Inner Gippsland Alliance, Operational and Practitioner meetings
- Provide reports in an agreed format to the QEC Coordinator
- Other tasks as required

Position Objectives - Coordinator

- Effectively coordinates and implements the Home Based QEC program, including but not limited to:
- Reviewing referrals for eligibility; pre-admission interviews; discharge planning and referrals and recommendations to ongoing supports where required;
- Delivering high quality, direct service delivery of parenting support and education in partnership with families, within the family home or community;
- Ability to make decisions regarding case direction and risk management in line with current legislation and QEC policy and procedures;
- Liaise with QEC colleagues, DFFH Child Protection, family support agency staff and other stakeholders as necessary;
- Effective leadership and guidance of staff, including:
- Provide regular debriefing, formal supervision and conduct staff appraisals in line with QEC's policies and procedures;
- Supervise, role model, mentor and provide coaching to staff in the delivery of best practice;
- Lead the team in introducing innovative program changes;
- Actively contribute to the maintenance of a workplace culture that promotes a positive regard for all families and each other;



- Demonstrates sound leadership to enable an outcome focused, flexible and coordinated service;
- Participate in staff recruitment processes as required.
- Clear and effective communication, including:
- Preparing reports, correspondence and presentations in a timely manner as requested by QEC management;
- Preparing comprehensive and defensible evidenced-informed parenting capacity reports for DFFH within required timelines;
- Providing clear, objective evidence in the Children’s Court as required.
- Ensuring high quality and safe care, including:
- Participate in the collection and analysis of data to identify trends and systemic issues which may impact service delivery;
- Together with the Area Manager, lead innovative practice to improve the quality and safety of all families;
- Actively participate in risk management processes;
- Work in partnership with all Clinical Coordinators to support workloads and leave cover;
- Attend and represent QEC at external meetings as required;
- Undertake home visits with families to enhance the quality of service delivery;
- Actively participate in quality and risk management processes including accreditation requirements;
- Membership of key QEC clinical working groups including (but not limited to) Infection Prevention and Control and Clinical Governance;
- Working in accordance with QEC Model of Care, Practice Framework, policies, and procedures.
- Meet all mandatory training requirements.

5. Key Selection

Essential Criteria

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| <ul style="list-style-type: none"> • A relevant tertiary qualification in Early Childhood Development, Infant Mental Health or equivalent at diploma level or higher. • An understanding of issues confronting vulnerable children and families involved in the child protection system • Demonstrated understanding of, and respect for, the needs of children with a disability; Aboriginal culture, and cultural and linguistic diversity (CALD), including cultural safety for children from CALD backgrounds • Excellent communication, organisational skills and ability to be self-directed • Demonstrate an understanding of early childhood development (0-4yrs) and family functioning, ensuring the safety of all family members including reducing risks to children’s safety and wellbeing | <ul style="list-style-type: none"> • AHPRA Registration as relevant • Current Working with Children Check • Consent to undertake National Police Record Check • Current Australian Work Rights • Evidence of up-to-date immunisation schedule • Current COVID-19 Vaccination • Current Victorian Driver’s License • Excellent written and verbal communication skills, and able to adapt style to a range of audiences. • High level organisational and prioritising skills. High level attention to detail • Aptitude for navigating new software • Proactive problem-solving skills |
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- Excellent written and oral communication skills (including public speaking, presentations and facilitation skills).
- Demonstrated capacity to provide and facilitate mentoring and professional learning for Family Service Practitioners.
- An understanding of key government policy directions and their impact on the community sector, including Orange Door and Best Start.

Desirable Criteria

- Cert IV in Training and Assessment

Personal Attributes Refer to VPSC Capability Framework

- **Integrity** - Operates in a manner that is consistent with the organisation’s code of conduct. Builds trust through consistent actions, values and communication. Treats all sensitive information with utmost confidentiality.
- **Relationship Building and Collaboration** - Establishes and maintains positive work relationships, promotes consensus through diplomatic handling of agreements, forges useful partnerships with people, builds trust through consistent actions, values and communication.
- **Organisational and Time Management Skills** - Reliable and punctual. Manages own work time effectively and prioritises work tasks, seeking advice when needed.
- **Empathy and Cultural Awareness** - Communicates well with, relates to and sees issues from the perspective of people from a diverse range of culture and backgrounds. Respect and value the traditional owners.
- **Customer Service** - Consistent polite, friendly, professional presentation. Treats others with dignity and respect at all times. Takes responsibility for own workload and promptly escalates any concerns or issues.
- **Conceptual and Analytical Ability** - Uses analytical and conceptual skills to reason through problems.

6. Other Information

- At QEC, we are committed to providing a safe and supportive environment for children and we adhere to the Child Safe Standards
- The Victorian Public Sector Code of Conduct and all QEC policies and procedures apply to our employment at QEC
- It is important to us that all people (employees, client families, visitors and all others) feel a sense of belonging, safety and acceptance at QEC. We welcome and embrace the valued diversity we all bring to our organisation, and do not tolerate any form of discrimination, violence, bullying or harassment at QEC.



- QEC are committed to the safety and wellbeing of client families and employees. We are a smoke free workplace and require health care worker immunisation - important to keeping us all healthy and safe.
- A pre-employment medical assessment may be required upon request
- QEC closes for the period over Christmas/New Year to provide our teams with a well-earned break. It is a requirement that all relevant employees take annual leave during this period

Employee Position Declaration

I have read and understand the requirements and expectations of this Position Description.

I understand that the information and statements in this Position Description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Signature: _____

Print Name: _____

Date:

Manager Signature: _____

Print Name _____

Date: