

**POSITION:** Co Educator  
**REPORTS TO:** Centre Manager  
**DATE UPDATED:** November 2020

#### 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 diverse community support 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

Hartnett House Children's Centre has 126 places open daily to provide quality care to children aged between 6 weeks-old to 6 years-old. We aim to support the community through our long-standing heritage by not just providing long day care but also the other wrap around services through Melbourne City Mission. Hartnett House is a centre where children come first and as such are respected as confident, competent individuals.

#### JOB PURPOSE

To assist and support the provision of high quality, responsive early childhood programs, through collaborative partnerships with families, other professionals and the local community.

The appointee will be expected to commit to Melbourne City Mission's Mission, Vision and Values and align their work to the organisation's strategic objectives.

#### JOB OBJECTIVES

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

- To assist in the planning and implementation of a creative educational and culturally appropriate program, which actively engages children
- To support the learning, development and physical and emotional needs of the children as they participate in the program
- To ensure that all interactions with the children are positive, respectful and friendly
- To ensure that all children are treated equally to foster their self-esteem, cultural identity and independence.
- To show care, respect and a commitment to confidentiality in all interactions with the children, other staff and families

- To assist in developing good relationships and effective communication between families and the Early Learning Centre.
- To work using a team approach in the implementation of the program offered.
- To participate in general professional development activities and maintain up to date knowledge regarding current developments in the early childhood service sector
- To ensure that all children are actively supervised at all times to maintain their safety
- To maintain the cleanliness and tidiness of the service to a high standard.
- To ensure that appropriate actions are taken in an emergency or potentially dangerous situations
- To participate in the planning of and implementation of evacuation drills
- To take responsibility for developing a culture of safety awareness at the Centre
- To prepare the early learning environment including the preparation of materials, setting up and packing up equipment
- To ensure that all equipment is used carefully, safely stored and well maintained
- To operate in a professional manner at all times, meeting legislative and regulatory requirements as well as the policies and procedures of Melbourne City Mission.
- Ensure services are delivered within the framework of MCM's policies and procedures, legislative requirements, and meet the relevant service standards.
- Perform other duties and responsibilities, as directed by the Centre Manager or delegate.

## 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:

<b>Internal Relationships</b>	<ul style="list-style-type: none"> <li>• Staff from the Early Years Team</li> </ul>
<b>External Relationships</b>	<ul style="list-style-type: none"> <li>• Families &amp; children</li> <li>• Staff from our Early Years Partners</li> </ul>

## KEY SELECTION CRITERIA

### Essential:

- Diploma of Children's Service or equivalent qualification as approved by ACECQA (completion or 'working towards' a qualification under the ACECQA requirements).
- Ability to engage with and support children in an educational setting.
- Ability to contribute to the program and planning for children's learning and development
- Awareness of the cultural needs of families.
- Capacity to respond appropriately to children at risk of harm or neglect.
- Ability to ensure confidentiality of information.
- Capacity to work positively within a team environment.
- Organisational skills and the ability to prioritise tasks.

- Capacity to interact with people who have an intellectual, physical or sensory disability
- Knowledge of and ability to work within the Child Safe Standards.
- Ability to complete all mandatory Melbourne City Mission Training
- Capacity to meet the physical requirements of the role, including bending, sitting/standing and lifting
- Satisfactory completion of safety screening including a National Police check, International Police check (if required), a current Victorian Working with Children Check (Employee), current Victorian Drivers Licence, and the right to work in Australia. Must hold or be willing to hold:
  - Certified Supervisors Certificate
  - Level 2 First Aid Certificate
  - Anaphylaxis Training
  - Asthma Training

## 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.
- Satisfactory completion of safety screening including a current Working with Children check, National Police check, International Police check (if required), and the right to work in Australia.

## LEADERSHIP CAPABILITY FRAMEWORK

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

KEY AREA	BEHAVIOURAL CAPABILITIES
<b>PARTNERSHIPS</b>	<b>Collaboration &amp; Cooperation</b> Seeks to find the right solution for all. Stays connected, and works together with colleagues and customers to achieve great things.
<b>PARTNERSHIPS</b>	<b>Resolves Disagreements</b> Addresses and resolves conflict constructively. Defuses dispute to achieve mutually beneficial outcomes for all parties.
<b>PARTNERSHIPS</b>	<b>Credibility &amp; Integrity</b> Establishes credibility and trust in the eyes of clients, colleagues, regulators, funders and partners. Is recognised being principled and as having expertise as a leader.
<b>REPUTATION</b>	<b>Doing Our Best</b> Follows a 'right first time' approach. Sets and expects high standards as a mark of MCM's reputation.
<b>PEOPLE</b>	<b>Resilience &amp; Bounce Back</b> Deals effectively with unexpected challenges and adversity. Quickly recovers to take a positive stance to set backs and disappointments.
<b>PEOPLE</b>	<b>Wins Hearts &amp; Minds</b> Contributes to an environment where people want to do their best work, and show commitment to the One MCM Purpose and Philosophy.
<b>PEOPLE</b>	<b>Safety First</b> 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:

<b>Together</b>	We are inclusive and accepting of difference. We work in highly effective teams and our people are connected across our organisation. We engage proactively with others to deliver outcomes.
<b>Courageous</b>	We speak up constructively in line with our convictions. We pursue our goals with determination. We are passionate about our advocacy role.

<b>Curious</b>	<p>We are inquisitive and ask why.</p> <p>We challenge the status quo.</p> <p>We actively explore the alternatives.</p>
<b>Open</b>	<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>
<b>Accountable</b>	<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>