

## Position Description

### Kindergarten Inclusion Support Worker



#### Our Vision:

Leading our communities to excellence in integrated health and community services.

#### Our Mission:

To provide people of all ages with access to quality, person-centred care in the Mallee.

#### Our Philosophy:

Equitable and timely access to innovative models of care, supported by a local workforce that is engaged with the community.

#### Our Services:

Mallee Track Health and Community Service (MTHCS) is classified as a multipurpose service (MPS) and provides a range of services across all the Mallee Track Communities; a total area of 18,000 square kilometres. MTHCS services include community and district nursing, a broad range of community and allied health services, neighbourhood houses, early childhood education and care, and access to primary health care. In addition, medical clinics, acute medical care, urgent care and residential aged care are provided at Ouyen and Sea Lake.

#### Public Sector Values

As a Public Sector organisation, Mallee Track Health and Community Service adheres to the public sector core values. All staff are required to subscribe to the following values:

- **Responsiveness:** Providing frank, impartial and timely advice to the Government; providing high quality services to the Victorian community and identifying and promoting best practice.
- **Integrity:** Being honest, open and transparent in dealings; using powers responsibly; reporting improper conduct; avoiding real or apparent conflicts of interest and striving to earn and sustain public trust of a high level.
- **Impartiality:** Making decisions and providing advice on merit and without bias, caprice, favouritism or self-interest; acting fairly by objectively considering all relevant facts and fair criteria and implementing Government policies and programs equitably.
- **Accountability:** Working to clear objectives in a transparent manner; accepting responsibility for their decisions and actions; seeking to achieve best use of resources and submitting themselves to appropriate scrutiny.
- **Respect:** Treating others fairly and objectively; ensuring freedom from discrimination, harassment and bullying; using their views to improve outcomes on an ongoing basis.
- **Leadership:** Actively implementing, promoting and supporting these values.
- **Human Rights:** Making decisions and providing advice consistent with human rights and actively implementing, promoting and supporting human rights.

#### MTHCS Values

- **Accountability:** We define our expectations and are accountable for our actions.

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- **Excellence:** We set high standards and continually strive to improve on them.
- **Compassion:** We treat everyone with care, respect and dignity.
- **Teamwork:** We work collaboratively and in the spirit of partnership.
- **Integrity:** We endeavour to do the right thing in all circumstances, even if no-one is watching.
- **Transparency:** We are open and honest and embrace positive change.

**Mallee Track Health and Community Service is a smoke free workplace**

**DEPARTMENT: Early Years Program**

**POSITION TITLE: Kindergarten Inclusion Support Worker**

**RESPONSIBLE TO: Early Years Manager**

**POSITION STATEMENT:**

The Inclusion Support Worker will be a member of the Kindergarten education team. They will support the team in building their capacity to care for and educate children with additional needs within an inclusive kindergarten program.

**KEY SELECTION CRITERIA:**

**Essential:**

- Ability to build relationships with children and families
- Demonstrate valuing attitudes and behaviours towards children\Demonstrate a positive attitude towards inclusion
- Demonstrate the ability to work collaboratively as part of a team
- Demonstrate a high level of communication skills
- Be available to work during the kindergarten term
- Current Victorian Driver's Licence.
- Current Police Check.

**Desirable:**

- Experience working with children with additional needs
- Current First Aid / CPR including Asthma and Anaphylaxis
- Current Working With Children's Check

**KEY RESPONSIBILITIES:**

**Organisational:**

- MTHCS has a responsibility to maintain current policy; it is the responsibility of all staff to ensure compliance with relevant regulatory requirements and MTHCS policies and procedures.
- Support systems that provide safe, high quality care that increases patient experience and patient centred care.
- To comply with MTHCS Code of Conduct.
- To ensure that MTHCS Infection Control guidelines are fully implemented.
- Demonstrate awareness and understanding of diversity and culture.

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**Professional:**

- To work under the direction of the Kindergarten Teacher
- To assist in implementing the educational program devised by the teacher all children
- To be aware of and work within the individual Kindergarten's philosophy
- To work as a member of the team to ensure that the needs of all children are effectively met
- To direct any questions/queries from the Kindergarten community and/or visitors to the teacher
- To direct any queries from parents, including development concerns and progress, to the teacher
- To assist with monitoring, recording and evaluating children's learning and experiences
- Supporting and guiding children's behaviour in positive ways
- To work cooperatively with all members of staff
- To maintain confidentiality at all times and respect the children and their families' right to privacy
- To participate in in-service training as scheduled by the teacher or Early Years Manager
- Other duties as directed.

**Child Safe Organisation**

- Mallee Track Health and Community Service is committed to preventing child abuse, identifying risks early, and removing and reducing these risks.

**OCCUPATIONAL HEALTH & SAFETY AND ENVIROMENTAL - All MTHCS employees will:**

- Ensure that they take reasonable care to protect their own health and safety, and the health and safety of others.
  - Use any equipment provided for health and safety purposes.
  - Obey reasonable instructions given by MTHCS in relation to health and safety at work.
  - Help MTHCS meet our duty of care, such as by undertaking hazard inspections.
  - Comply with all MTHCS OHS policies and procedures
  - Ensure they do not interfere with or misuse anything provided in the interests of health and safety
- Section 21 of the Occupational Health & Safety Act 2004, requires an Employer to provide and maintain, so far as is reasonable and practicable, a safe workplace for all employees and ensure that no employee is placed at risk of injury while performing the duties and responsibilities required by their position.

To comply with this obligation, MTHCS requires all candidates/employees to have the mental and physical capacity to safely perform the inherent requirements of the position they are applying for (or have been appointed to).

If a risk is identified and fitness to safely perform the duties of the position needs to be determined, MTHCS with the agreement of the candidate/employee, will arrange an independent medical assessment to determine capacity to safely perform the inherent requirements of the position to minimise the risk of injury or aggravation of any pre-existing condition the candidate/employee may have.

**COMPULSORY TRAINING**

As per the schedule

**PERFORMANCE APPRAISAL**

Conducted as per appraisal schedule.

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I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description, the legislative requirements and policies and procedures of the organisation.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
(staff member)

**Print Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
(supervisor)

**Print Name:** \_\_\_\_\_

☐ cc: Personnel File

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