



13 Mary Street, Laidley Qld 4341 | Telephone 07 5465 1889 | Facsimile 07 5465 1861
Email: admin@ourcommunitycentre.org.au | www.ourcommunitycentre.org.au

Position Description – Early Connections Worker

Background Information:

Laidley Community Centre Inc (LCC Inc.), which operates Laidley Community Centre, is a dynamic grass-roots organisation made up of community leaders, business people, committed and caring staff, and vibrant community members.

Established in 1987, we have a strong track record in delivering targeted and comprehensive programs aimed at supporting and empowering the people of Laidley and surrounds to develop essential life and leadership skills to ensure a cohesive society well into the future.

Managed by a voluntary board of management, and staffed by a team of volunteers and paid workers who contribute an average of 6000 hours of service per year (worth more than \$156,540 in unpaid labour), Laidley Community Centre responds to more than 1540 requests for assistance each month.

The Qld Government's Department of Communities, Disability Services and Seniors, and the Federal Department of Social Services provide funding for specific core programs, and the team works hard to raise the additional funds required to facilitate Laidley wide range of support and development activities and programs.

LCC Inc. provides and supports a range of activities including but not limited to: Emergency Relief, Women's Group, Community Connect, Information and referral service, youth programs, Tax Help program, Be Connected program, social enterprise café, community events, meeting rooms and office space for hire, and houses a regional Centrelink agency. Laidley Community Centre provides space for a range of external outreach programs from agencies that are funded to provide services to community members.

This position relates to a new project (Laidley Early Connections) that the organisation is establishing through funding from the Tim Fairfax Family Foundation. The project is a place-based early intervention approach to child and family services within Laidley and aims to support children and families by connecting them with support services, activities, and each other by building capacity of Laidley as a child-friendly community.

CONDITIONS SUMMARY

Award:	Social, Community, Home Care & Disability Services Industry Award 2010		
Level:	4.1		
Type:	Permanent Part-time	Salary range:	\$54000 - \$58000
Hours:	60 hours per fortnight	Reports to:	Manager (or delegate)

Job share may be considered for preferred candidates where viable.

Funding: This position is dependent on funding, currently until 31 December 2021.

Location: Based out of Laidley Community Centre at 13 Mary Street, Laidley, the role will include some travel within the Laidley Region using own vehicle (reimbursement provided) and equipment for 'mobile office' will be provided.



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JOB SUMMARY

The role is as an Early Connections Worker performing duties to support the organisation in the development and success of the Laidley Early Connections project. These key duties and responsibilities are to be completed in a manner which ensures that the organisation remains compliant with all mandatory and internal processes.

REPORTING STRUCTURE:

- The position is required to work closely with and under the direct supervision of the Manager or other senior team member/s as delegated by the Manager.
- Laidley Community Centre operate under a team model meaning that there are shared tasks that are expected of all members regardless of their roles. Staff are to be prepared to perform various team duties when required, and where appropriately trained, for the benefit of the organisation or community.

GENERAL CONDUCT

- *Volunteers:* This centre could not operate without volunteers. They are to be accorded respect and full consideration at all times.
- *Code of Conduct:* It is expected that paid and unpaid staff will abide by the Laidley Community Centre Inc. values, policies and procedures. This includes representing the organisation in a positive and professional manner.
- *Confidentiality:* All personal and business matters relating to any Laidley Community Centre Inc. business must be kept confidential inside and outside of work hours, at all times. Additionally, there will be zero tolerance of a breach of client privacy.

DUTIES & ESSENTIAL JOB FUNCTIONS

1. Plan, promote and deliver a high quality child and parent program based on the use of play-based activities and learning experiences, designed to address need, using a combination of innovative service delivery and evidence-based practice as appropriate.
2. Provide individual or group support as required using a strengths-based approach and assist individuals to connect with other relevant social services including early intervention programs, education and health services, and crisis support including by direct referral, organising visits by professionals, and conducting workshops.
3. 5. Attend relevant training, professional development, meetings, and local networks and use this knowledge and skills to build capacity of the Laidley Early Connections project.
4. Develop and maintain a strong network of relevant service providers to identify needs and opportunities to improve services within Laidley and surrounds for parents and children and respond to these with a place-based approach with emphasis on community-level consultation and involvement.
5. Drive the ongoing development of Laidley Early Connections by creating processes to continually review and evaluate the program to ensure relevance and validity and





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make improvements as necessary to support the long-term sustainability of program.

6. Manage administrative processes including maintain confidential and accurate information, prepare monthly and annual reports, ensure compliance with service agreement, manage purchasing and deliver the program to budget.

QUALIFICATIONS & EXPERIENCE

The ideal candidate will possess:

- Relevant tertiary qualifications and/or experience such as in education, early childhood or social work
- Working with children 'blue card' (or eligibility)
- A current Qld drivers licence (or ability to attain)
- A current First Aid certificate (or ability to attain).

KEY SELECTION CRITERIA

To excel in this position, the ideal candidate will have:

- SC1.** Experience working with children and families, particularly delivering evidence-based and innovative parenting programs.
- SC2.** Knowledge and understanding of child development and local child services available as referral pathways for issues facing vulnerable families and their children including in a rural community.
- SC3.** Excellent written communication skills including the development of promotional materials and ability to use social media and other strategies to share information.
- SC4.** Excellent interpersonal and verbal skills to deliver the program to a range of audiences from varying demographics, including in both group and individual settings, to support parent engagement and disclosure regarding their child's development.
- SC5.** Proven reliability and ability to work under limited supervision to achieve required targets and outcomes with an uncompromised standard of integrity.

Please send your application via email to manager@laidleycc.org.au with:

- a letter of introduction that includes a response to each of the key selection criteria (no more than 3 pages total).
- a resume with contact details of two (2) recent work supervisor referees.
- Applications must be received prior to **5pm on 04/04/2019** to be considered.

If you have any questions relating to this position please call Alana Wahl or Liam Taylor at Laidley Community Centre on 07 5465 1889.

