



## (Pi) Pre-School Field Officer

### Position Description

**Dept/Service:** (Pi) Therapy Education and Support

**Version:** 12.004003  
**Issued:** 17/01/2024

**Stage:** Issued



#### Location:

Ballarat and district

#### Classification:

As per Pinarc Certified Agreement

#### Primary Objective:

Pinarc Disability Support provides a broad range of services across the lifespan to individuals and families. We strive to make a positive difference in peoples lives by providing them with opportunities to maximise their potential.

Underpinning all customer services is an approach to service delivery that is committed to ensuring that customers, their families and carers are at the very centre of decision making in matters related to their support needs and life choices. Our commitment includes supporting and empowering Aboriginal and Torres Strait Island peoples, those from culturally and linguistically diverse backgrounds, those identifying as gay, lesbian, bisexual, transgender, intersex, and queer (GLBTIQ). We actively promote the safety of children.

The **specific objectives** for this role include;

- To support the access and participation of children with developmental delays and/or disabilities in funded kindergarten programs
- To build community capacity with educators in kindergartens

#### Duties and Responsibilities:

##### Service delivery

- Identify customer needs through screening and/or observations
- Refer children for further clinical assessment to appropriate service providers where indicated
- Support kindergarten educators to develop goal directed plans to support the child in the kindergarten program
- Provide specialist consultancy support, information and resources to kindergarten educators, families/carers and other service providers
- Monitor and review progress of all children on varied caseload
- Maintain customer records in an accurate and timely manner
- Support all kindergarten and school transition and funding processes where required
- Participate in the development of community capacity building projects and activities in response to needs identified by the service
- Ensure all documentation used within the program reflects the Victorian Early Years Learning Development Framework (VEYLDF) where appropriate

##### Staff Supervision

- Actively participate in the staff supervision process
- Participate in the student supervision program as required

##### Relationships

- Actively participate as a member of the broader Therapy Education and Support team in planning and service development
- Actively participate in team meetings, case conferences, and customer related meetings
- Operate within a flexible family/person centred approach

##### Organisational

- Participate in the quality framework and associated activities to continuously improve services
- Be aware of and comply with Occupational Health and Safety systems and processes. Use safe manual handling practices.
- Be aware of and comply with Pinarc policies and procedures available on dKnet
- Recognise and support cultural and spiritual diversity of service users
- Work collaboratively, recognising contributions from all members of the team
- Actively participate in collaborating with the broader organisation
- Maintain confidentiality of information received and given
- Positively represent the full range of Pinarc services to the broader community

**Qualifications:**

Bachelor of Early Childhood Education or equivalent

**Experience:**

Experience working in kindergartens or other early childhood settings

**Other Requirements:**

- NDIS Worker Screening Check (includes Police Check)
- Victorian Employee - Working With Children Check
- Pre-Employment Health Declaration
- COVID-19 Vaccination or Medical Exemption
- Satisfactory completion of the NDIS Worker Orientation Module
- Current Victorian Drivers Licence

**Key Selection Criteria:**

- Demonstrated understanding children's needs with developmental delay or disability, and the support required by early childhood educators for successful inclusion
- Demonstrated knowledge of kindergarten and school transition processes
- Demonstrated knowledge of developmental screens and observational skills and the ability to apply this knowledge
- Demonstrated knowledge and understanding of the VEYLDF and how to reflect this within PSFO work
- Demonstrated ability to work collaboratively within a team
- Demonstrated knowledge, experience and commitment to training and education for community capacity building
- Demonstrated strategies to manage situations involving conflict
- Understanding health and safety requirements of the role

**Reports To:**

Manager Therapy Education and Support Services

**Accountability:**

Accountable to the CEO through Manager Therapy Education and Support Services

**Extent of Authority:**

According to the Delegations of Authority Policy.

Pinarc Disability Support Inc (Victoria) ABN 42 761 925 547

The liability of Pinarc Disability Support Inc ARBN 630 354 826 members is limited

**Summary of Specific Responsibilities**

Be aware of and comply with the organisations policies, procedures and other associated documentation relevant to the role.

**Employee/Volunteer Statement:**

I have read, understand and accept the above Position Description for (Pi) Pre-School Field Officer.

Signed: ..... Date: ... / ... / .....

Name: .....

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