

Child Development Specialist

Position Description

Reporting to:	Team Leader	Work location:	Latrobe Valley
Department:	54 reasons	Budget holder:	No
Team:	Victorian Programs	Direct reports:	Nil

About 54 reasons

54 reasons is Australia's leading child rights organisation, proudly part of the Save the Children Australia Group and global movement. We're here to make sure that everyone understands their rights. So that children and young people have their rights met and thrive, in all their diversity.

We champion the children, young people and families we work with. We are inspired by the curiosity and creativity of children, and motivated by the love of those who care for them. With the child's voice at the centre, we provide quality services to children and their caregivers, advocating with them so that children develop, learn, and are connected, safe and confident.

Our people are proudly local, and as diverse as the communities we serve - in every state and territory, and across regions, remote areas and capital cities. With operations in every state and the NT, our services span the early years and school engagement, youth justice, domestic and family violence and family support, and our practice is grounded in child rights and participation.

Role Purpose

Child Development Specialists work to ensure the effective design and delivery of programs and collaboratively engage and consult with staff, local communities, professionals, service providers and referral services. They are required to actively participate in planning, delivering and evaluating programs, as well as mentoring other team members and setting an example of conduct and performance expectations.

They actively engage children to build their skills in all developmental areas and engage parents/carers in the delivery of quality programs. Child Development Specialists create an environment of trust and respect with families and children to maximise participation and identify where additional support and external services may be required.

The key focus areas for the Child Development Specialist are:

- Provision of quality service delivery
- Active engagement and promotion of the program with the community
- Engagement with families
- Collaboration with, and mentoring of, team members
- Evaluation and reporting

Key Areas of Accountability

Service delivery

- Coordinate the day to day operations of the service, ensuring the delivery of a quality and effective program
- Ensure program deliverables meet funding contract key performance indicators
- Ensure compliance with all relevant policies, legislation, standards and licenses
- Observe behaviour of children to determine development and referral needs
- Coordinate program planning, building on existing strengths and seeking opportunities for enhancement and improvement

Community engagement

- Create and maintain networks and strategic partnerships within the community and with external agencies

- Actively participate in community events to promote program impact and grow program reach
- Proactively promote the program within the community and represent Save the Children at the community level

Engagement with families

- Actively engage with families to facilitate improved family relationships and to better understand children's needs
- Engage and build rapport with vulnerable families, and support the referral of new families
- Ensure that all practice is culturally appropriate and suitable for families engaged in the program

Teamwork and collaboration

- Mentor and support Child Development Workers / Assistants, identifying their development needs
- Consult with broader team to identify potential referral needs, acting as a point of escalation for complex cases and challenging situations
- Participate in regular team meetings and maintain open lines of communication, sharing knowledge and learnings
- Provide specialist support to the broader team in early childhood strategies and developmental needs of children

Evaluation and reporting

- Monitor and review program policies, procedures and practices to ensure the delivery of high quality and effective programs
- Maintain reliable data collection for program review and complete regular monitoring and reporting, in line with organisational and funder requirements
- Participate proactively in all program evaluation and debriefing, including audits and continuous improvement activities
- Under the direction of the Team Leader, manage receipts for program materials for reporting and effective budget management

Health, safety, security and risk management

- Be a role model for safety and security and comply with all workplace safety policy, procedure, work instructions and training
- Act safely at all times
- Report all incidents, injuries and potential hazards in a timely manner
- Participate in, and contribute to, health and safety awareness and improvements
- Be aware of, document and manage the risks associated with your team's programs and workplaces and ensure appropriate elimination or mitigation measures are applied

Child protection and safeguarding requirements

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the Child Safeguarding Code of Conduct and child safeguarding and protection policies and standards (click [here](#) to view further details)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family
- Maintain a safe and positive relationship at all times when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes

Person Specification

Essential knowledge or experience

- Demonstrated skills, knowledge, understanding and experience working with culturally diverse communities and Aboriginal and Torres Strait Islander families
- Demonstrated experience delivering programs for children aged 0-5 and their families
Demonstrated ability to develop, implement, evaluate and monitor innovative, high quality early childhood programs

- Strong understanding of best practice in the fields of early intervention, child protection, domestic and family violence and early childhood
- Demonstrated experience in reporting against funding agreements and grants
- Knowledge of childhood development needs and understanding of stages and influences
- Ability to create rapport and build relationships with adults and children from diverse cultural and socio-economic backgrounds
- Demonstrated experience in using trauma informed practice
- Sound time management and organisational skills, and ability to manage and plan own workload
- Knowledge and/or experience in handling child protection concerns and processes
- Strong communication skills
- Strong computer literacy skills and capability to manage databases
- Ability to work independently and as part of a team

Required qualifications and/or accreditations

- Degree/Diploma in Children's Services or equivalent qualification, or significant equivalent experience

Additional Information

- Any offer of employment at 54 reasons will be subject to a satisfactory National Police Record Check and, where required, a Working with Children Check
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- 54 reasons is an Equal Opportunity Employer

Driver's Licence:	Required	Travel:	Across Latrobe
Working with Children Check:	Required	Assets:	Laptop/mobile