

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Inclusion Support Officer		
<b>POSITION OVERVIEW</b>	Provision of inclusion support to Children's Services including, supporting the writing of Strategic Inclusion Plans, developing strategies and inclusion funding applications. This position will also attend services to help support the implementation of inclusive practices.		
<b>CLASSIFICATION</b>	WCS Level 5	<b>SERVICE AREA</b>	Children's Services
<b>EMPLOYMENT STATUS</b>	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Casual	<b>HOURS PER WEEK</b>	38
<b>LOCATION</b>	Bowes Place and WCS OSHC Services		
<b>IMMEDIATE MANAGER</b>	Manager, OSHC and Inclusion Support		
<b>INDUSTRIAL AGREEMENT</b>	Woden Community Service Inc - Caring for Our People, Building Our Capability to Serve, Enterprise Agreement 2021-2023.		
<b>REPORTING RELATIONSHIPS</b>			
<b>NO OF DIRECT REPORTS</b>	Nil	<b>NO OF INDIRECT REPORTS</b>	Nil
<b>KEY RELATIONSHIPS</b>			
<b>INTERNAL</b>	CS Management team, CS Managers, OSHC Staffing Coordinator, Enrolment team, CS Executive Manager, People & Culture Team, Learning and Development Specialist		
<b>EXTERNAL</b>	Families and Care Givers, Children, Education Directorate staff, community members.		
<b>KEY ACCOUNTABILITIES</b>			
<ul style="list-style-type: none"> <li>Assist with developing, writing and updating the Strategic Inclusion Plans for services as guided by the Inclusion Support Manager.</li> <li>Where appropriate, attend services to guide and support the implementation of the Strategic Inclusion Plan.</li> <li>Support services with strategies to facilitate the Inclusion of all children.</li> <li>Facilitate the enrolment and orientation of children with additional needs.</li> <li>Develop Inclusion Support Plans for children where needed.</li> <li>Liaise with all relevant stakeholders both internal and external.</li> <li>Provide other administrative support to the CS management team as required to meet financial, compliance and regulatory obligations within required timeframes.</li> <li>Participate in relevant meetings, ongoing reviews, organisational activities, and events as necessary.</li> <li>Help Manager conduct training when necessary.</li> <li>Actively participate in ongoing quality improvement, and National Quality Improvement requirements.</li> <li>Regularly evaluate personal performance and actively seek opportunities to develop professionally and personally.</li> </ul>			

- Engage in the ongoing improvement of own knowledge and skills through training and reflective practice.
- Actively participate in staff/team meetings, organisational activities and various community events.
- Contribute as an effective team member by sharing information, supporting and assisting colleagues in a proactive manner to meet organisational goals and timeframes.
- Ensure your safety, the safety of the community, service users and your colleagues by following the WCS Work Health and Safety Policy and Procedures at all times.
- Foster a culture where everyone is valued, respected and recognised by applying workplace diversity and equity principles.
- Apply National Principles for Child Safe Organisations, as applicable for the role.
- Perform other duties as directed by the Manager.

### EXPERIENCE & QUALIFICATIONS

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Relevant tertiary qualifications associated with Early Childhood and/or Primary School Education, or disability support.</li> <li>• Sound understanding or practical knowledge of the work undertaken in the Children's Services Sector.</li> <li>• Experience working with children with additional needs.</li> <li>• Strong attention to detail, time management, problem-solving and organisational skills.</li> <li>• Highly effective verbal and written communication skills that ensure effective sharing of information and support to staff and management.</li> <li>• Proactive approach including being a motivated self-starter and having the ability to work flexibly and effectively within a team and under minimal supervision.</li> <li>• Reliable, punctual, and mature attitude to work.</li> <li>• Demonstrated understanding of professional boundaries, privacy and confidentiality.</li> <li>• Current first aid certificate in an education and care setting (including asthma and anaphylaxis).</li> <li>• Current Driver's Licence and access to private vehicle.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Experience with writing and implementing strategic inclusion plans.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Ability to work outside normal business hours if required.</li> <li>• Demonstrate at all times commitment to WCS' Purpose and Values, and follow the WCS Code of Conduct.</li> <li>• Ongoing employment is subject to a satisfactory Police check and maintaining a current ACT Working with Vulnerable People registration.</li> </ul>

<b>Document History</b>	<b>Original:</b> July 2023	<b>Revised:</b> August 2024	<b>Version:</b> V3
<b>Employee's name</b>		<b>Signature</b>	
		<b>DATE</b>	