

Manna Gum Community House – The Hub Support Worker

JOB DESCRIPTION

Background

Manna Gum Community House is a not-for-profit organisation based in Foster, South Gippsland, and services a catchment area of Corner Inlet which includes the towns of Fish Creek, Toora, Welshpool, Port Welshpool, Mt Best and Yanakie. We receive funding from the Victorian Government under the Neighbourhood House Coordination Program and are a Learn Local Provider funded under the Adult, Community & Further Education (ACFE) Program.

Manna Gum works with a community development framework and is run by a community-based Committee of Management. Our strategic goals relate to education, social inclusion and sustainability. We offer a range of services including adult education, school holiday activities, emergency relief, special events and access to government services.

Our website (mannagumcommunityhouse.org.au) has more details about us and what we do.

Position Overview

The 'Hub' program runs weekly during school terms on Tuesdays (9am-11am) at the outreach location of Toora Primary School. It was established in 2018 and aims to support parents with health and wellbeing activities, social connection and connection to the local community. An onsite supervised playgroup is provided so that the parents can freely participate in the activities.

The Support Worker is employed to provide early childhood activities to the pre-school children that attend with their parents. The role requires supervision of the children although they remain the responsibility of the parents with the 'line-of-sight' playgroup.

Job classification

The role is classified as Class 1 Level 1 under the Neighbourhood Houses and Adult Community Education Centres Collective Agreement 2016, Schedule 3C.

Remuneration

Commencing salary is \$28.89 per hour. We will reimburse reasonable expenses such as vehicle allowance and mobile phone charges.

Location

Toora Primary School Gym

Supervisor/Manager

Reports to the Hub facilitator

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Main duties/responsibilities

- Provide a variety of early childhood activities to the pre-school aged children
- Arrive early to set up the activities and remain after the session to pack away
- Assist the Hub facilitator with additional duties as required
- Comply with all safety standards in accordance with the risk assessment and child safe standards
- Support regular evaluation of the program

Key selection criteria

Essential

1. An understanding of the purpose of Manna Gum Community House Inc, Neighbourhood House Principles and Community Development Practice.
2. Ability to manage time.
3. Flexible approach.
4. Current Drivers Licence.
5. Current Working with Children Check.
6. An understanding of working with pre-school aged children.
7. Ability to work well in a team.
8. Demonstrated ability to relate well to people from a variety of backgrounds and respond to people in a non-judgemental manner

Desirable

1. A Certificate III, Advanced Diploma or Diploma qualification in childcare services or community services OR work experience in the community or childcare sector.
2. Certificate in First Aid Level 2