



POSITION DESCRIPTION

Bicultural Support Worker

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| Current Location | Ground Floor, 9-11 Stewart Street Richmond 3121 |
| Reports To | Program Manager |
| Terms and Conditions | FKA Children's Services (FKACS) Casual Bilingual Worker Contract and Fair Work Act 2009 |
| Hours of work | zero hours employment agreement |

1 OPERATIONAL CONTEXT

fka Children's Services (*fkaCS*) is a not for profit organisation with a long history of supporting Early Childhood Education and Care services, dating back to 1908. *fkaCS* supports Children's Cultural and Linguistic Rights through the provision of advocacy, consultancy and resources.

fkaCs promotes the right of all children to high quality early childhood education that recognises and values diversity where:

1. Skilled staff incorporate multicultural perspectives in all programming
2. The maintenance and development of languages other than English is promoted and children are supported to learn English as an additional language
3. Children from all cultural backgrounds have equal opportunities to participate and achieve

2 POSITION SUMMARY

The Bilingual Worker works under the direction of *fkaCS* Consultants and the Education and Care Service staff to provide home language in order to:

- Assist Educators to understand the particular cultural and linguistic needs of the child and family.
- Support the service to communicate with the child and family so that they are able to settle in and fully participation in the education and care service.
- Support the maintenance of the child's home language.

3 POSITION CONTEXT

fkaCS is funded to provide Bicultural Support to children's services throughout Victoria. Experienced Children's Services Consultants are employed by *fkaCS* to assist services to enrol and settle children from Culturally and Linguistically Diverse (CALD) backgrounds into the children's service. Service types include Long Day Care, Family Day Care, Outside School Hours Care and Kindergartens.

Bilingual workers are engaged to work alongside *fkaCS* Consultants and Educators at the service in order to facilitate communication in the child and families home language, thereby contributing to a smooth transition and settling period into the education and care service.

4 KEY RESPONSIBILITIES

- Facilitate communication between education and care services and families by assisting educators in communicating with families. For example, interpreting meetings between parents and educators, providing verbal translation of enrolment documents, and providing educators with key words and phrases that can be used to communicate with the child.
- Support communication between the child and educator/s in order to progress the development of a relationship between educator and child
- Support communication between the child and other children in the service to enable the child to development of a sense of belonging to the education and care service.
- facilitating cultural awareness by:
 - enabling the exchange and sharing of information between educators and parents about the child and family life and providing educators with an understanding of relevant cultural issues
 - providing an environment in which the child's home language is spoken, thereby fostering a sense of pride in his/her culture and language.

5 SELECTION CRITERIA

- I. An understanding and commitment to the objectives and values of *fka* Children's Services
- II. The ability to communicate to staff in English and to child and parents in their home language.
- III. The ability to read and write in English.
- IV. A demonstrated strong interest in working with children.
- V. A Willingness to take direction and develop interpersonal skills with other staff and parents
- VI. Demonstrated professionalism and the ability to maintain confidentiality.

6 POLICIES AND WORKPLACE PRACTICES

All employees are required to acquaint themselves with the organisation's policies and procedures and to abide by them at all times.

It is expected that at all times, employees will:

- be cognisant of and uphold the objectives and philosophy of *fka* Childrens Services.
- be respectful towards the organisation, colleagues, clients and the general public
- act collaboratively with all colleagues.
- act in a safe and responsible manner at all times.

7 OTHER REQUIRMENTS

All *fkaCs* Bilingual Workers are required to:

- Have a current Working With Children Check (WWCC)
- Promote equality of opportunity and diversity for all employees, children's services staff, children and families and service users in line with the *fkaCS'* policies and practices.
- Maintain personal and professional development to meet the changing demands of the job, participate in activities, encourage and support other staff in their roles.