

# Position Description



**Alannah & Madeline  
Foundation**

Keeping children safe from violence

Position title:	Early Childhood Trauma Consultant
Department:	Programs, Early Childhood Trauma Consultancy Service (TraCS)
Reports to:	Head of Care
Job type:	Casual
Date:	August 2019

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## ABOUT THE FOUNDATION

The Alannah & Madeline Foundation (AMF) was set up in memory of Alannah and Madeline Mikac, aged six and three, who were tragically killed with their mother and 32 others at Port Arthur, Tasmania, on 28 April 1996. In memory of his daughters, Walter Mikac and a small group of volunteers set up the Foundation with the belief that all children should have a safe and happy childhood without being subjected to violence. The then Prime Minister launched the Foundation on 30 April 1997. The Foundation:

- identifies issues that adversely affect the wellbeing of children; we work to help them recover, and protect them from bullying and violence.
- works across the spectrum of prevention and care to deliver state-of-the-art, evidence-based programs and products.
- works with the best minds to identify and reduce significant threats to children's safety through innovation and partnerships.
- speaks out on the need for systemic change to build a supportive and safe society.

The Foundation is committed to Child Safety. Our Child Safe Policy outlines our safe practices for children. Our values are Caring, Friendliness, Respect, Responsibility, Valuing Difference and Including Others.

## POSITION IN CONTEXT

In an Australian first, \$55.3 million in school readiness funding is being progressively rolled out across Victoria over the course of three years – amounting to a 10 per cent boost to total kindergarten funding by 2021. School readiness funding will help more children to start school developmentally on track.

The funding enables individual kindergartens to purchase specialist supports from a menu of services approved by the Department of Education. The Early Years Trauma Consultancy Service is on the menu.

Reporting to the Head of Care, the Early Years Trauma Consultant (TraCS consultant) will support early staff working with children aged 3-5 years in kindergartens and early childhood services. The role will involve travel to early childhood centres and to the AMF Head Office in South Melbourne.

## FREEDOM TO ACT

- The TraCS consultant works according to the policies and procedures of the Alannah & Madeline Foundation.

## MAJOR JOB RESPONSIBILITIES

- Support early years staff to understand and work with children whose lives have been affected by trauma, by:
  - Helping early years staff to understand challenging behaviours through a trauma lens

# Position Description cont.



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- Building the capability of early years staff to respond to challenging behaviours in a trauma informed way
- Enabling early years staff to create trauma sensitive learning environments
- Conduct assessments of the kinder environment.
- Work with early years staff in-session, offering real time observation and feedback, coaching and role modelling and; work with early years staff out of session, providing an opportunity for professional reflection, professional development and organisational development.
- Deliver trauma training to early years staff.
- Provide phone consultation service to early years staff, delivering trauma informed advice and referral support.
- Support early years staff to develop plans for children to build pro-social skills including emotional and social regulation.
- Support educators to understand the impact of their own emotional regulation as vital to providing a safe and supportive learning environment.
- Maintain accurate and up to date client management and statistical records, including evaluation data.
- Foster collaborative relationships with key stakeholders, including kindergartens, schools, family services, allied health professionals, local government, the Department of Education, & Department of Health & Human Services.
- Participate in regular supervision and team meetings.
- Maintain up to date knowledge (and associated skills) related to research and clinical practice in the area of children, violence, resilience and recovery.
- Proactively contribute to TraCS development.
- Adherence to relevant Program Policies and Procedures, as well as with legislation relevant to working with children and families.
- Other tasks as directed by the Head of Care, CEO and Senior Leadership team.

## **KNOWLEDGE, EXPERIENCE AND REQUIREMENTS**

- An appropriate tertiary qualification in social welfare such as Social Work or Psychology, with eligibility for membership of professional organisation (i.e. AASW or APS) or other qualifications suitable for practice in the child and family welfare field.
- At least five years' experience in providing high quality, complex case management to children, youth and families in the context of violence or abuse and trauma.
- Proven ability to work autonomously, use initiative and take responsibility appropriately.
- Demonstrated knowledge of the best practice models and theories relating to children, families, trauma and violence or abuse.
- Demonstrated experience in translating relevant and emerging knowledge and theory into practice.
- Demonstrated ability to work in collaboration with other disciplines to support positive client outcomes
- Capacity to work independently at an offsite location, but maintain important Foundation relationships.
- Excellent organisational skills (time management, thoroughness, efficiency) and verbal/written communication skills.
- Proven ability in networking, service promotion and fostering collaborative relationships with relevant agencies.
- Hold a current drivers' licence and willingness and ability to use own vehicle (appropriate reimbursement of expenses provided).
- Working With Children Check and Police Check.