

Position title:	Crèche Assistant	Commitment requested:	Attendance at a minimum of 1 session per fortnight for 6 months. Times and days will vary based on the delivery of orientation sessions.
Report to:	Orientation Trainer	Location:	Coffs Harbour

About Settlement Services International (SSI)

SSI is a community organisation and social business that supports newcomers and other Australians to achieve their full potential. We work with all people who have experienced vulnerability, including refugees, people seeking asylum and culturally and linguistically diverse (CALD) communities, to build capacity and enable them to overcome inequality.

Our vision is to achieve a society that values the diversity of its people and actively provides support to ensure meaningful social and economic participation and to assist individuals and families reach their potential.

At SSI, we value:

- Social justice – Equity and access for all
- Diversity – Respecting diversity and being non-discriminatory
- Compassion – Caring, empathy and respect for the dignity of others
- Respect – Co-operation and mutual respect

In delivering our services, we value:

- Quality – Dynamic, flexible and responsive service
- Ethics – Professional practices and accountability
- Innovation – Commitment to partnerships and excellence

Purpose:

The Humanitarian Settlement Services (HSP) Orientation Program delivers Life Skills workshops to clients that assist in developing critical skills and knowledge that support living independently in Australia. Topics include; money management, tenancy rights and responsibilities, education and employment, health, family, safety, cultural norms and Australian law. Clients are also supported to attend regular events that offer guidance to individuals and families as they settle into Australian life.

The Crèche Assistant works to offer a safe and caring environment for children aged 0-12 years while their parent/carer takes part in learning or program activities. Parents are usually within close proximity to their child.

Specific duties and responsibilities:

- Assist in set up and pack down of children minding room, resources and refreshments
- Support children in play based activities that stimulate and support children's intellectual, physical, social, emotional and language development
- Support the Orientation Trainer and/or other minders to create an environment where children can feel safe, connect and play with other children
- Provide feedback to the Orientation Trainer following child minding sessions
- Actively support SSI's vision and values
- Work in accordance with SSI policies and procedures
- Follow all reasonable directions provided by Orientation Trainer or delegate

Position Requirements:

Background checks	Working with Children Check <input checked="" type="checkbox"/> Police Check <input checked="" type="checkbox"/> Reference Check <input checked="" type="checkbox"/> <i>(N.B. The police check will be paid for by SSI)</i>
Essential	<ul style="list-style-type: none"> • Early Childhood and Childcare services experience • Knowledge of early childhood needs and development • Experience or interest in working with children
Desirable	<ul style="list-style-type: none"> • Interest in arts, dance and music • First aid certificate • Previous experience working with people from diverse cultures • Ability to communicate in a language other than English would be an advantage for example Arabic, and Farsi, Kurdish Kurmanji , Burmese, Karenni, Swahili, Haka Chin, Dari

Benefits:

Reimbursement: Volunteers will have access to reimbursement for all preapproved expenses including reasonable travel expenses. Volunteers using their own vehicle will need to provide SSI with photocopies of their driver's licence, comprehensive car insurance and current car registration.

Training: Volunteers will be provided with access to SSI's flexible, extensive and innovative training program.

Being a member of the SSI Community: Volunteers will be kept up-to-date with all of SSI's important news, events and opportunities.

Authorisation:

Volunteer name _____

Volunteer signature _____ Date _____

Volunteer program signature _____ Date _____