

Learning Support Workers – Arrowsmith Program

3Bridges Community is a growing, vibrant, not for profit community organisation providing a variety of government funded services to the communities of South Eastern Sydney.

About the position

We are seeking Learning Support Workers to provide assistance to students (teenagers and adults) with learning difficulties and mild intellectual difficulties.

Learning Support Workers contribute to lessons in a variety of ways including - maintaining attention, assisting in comprehension and transitioning from one activity to another.

Learning Support Workers providing in-class support and work under the direction of Arrowsmith teachers.

About the program

The Arrowsmith Program deals with the root causes of the learning disability rather than managing its symptoms. Students become effective learners without having to compensate for their learning disabilities. For more details regarding the Arrowsmith program please visit the 3Bridges website

<https://3bridges.org.au/what-we-do/arrowsmith/>

Essential experience or skills

- Ability to work effectively in a team.
- Experience in teaching or independence learning.
- Strong communication skills.
- An understanding of the needs of people with a disability.
- An ability to quickly develop rapport with students.
- Ability to work with culturally diverse clients.

Desirable criteria

- Degree level qualification in education/psychology/social work and/or Teaching qualifications recognized in NSW.
- Previous experience working with people with a mild intellectual disability.
- Cert III in Individual Support – Disability or similar.

What we offer:

- Additional work in other 3Bridges programs.
- Career development and training.
- Excellent employment conditions.

The successful candidate must undergo a National Police Clearance and provide a valid "Working with Children Check." As an EEO employer we welcome applications from people of NESB and ATSI backgrounds.

To obtain information pack visit <http://3bridges.org.au/about-us/people/careers/> . For further details please contact Bronwyn Thornton on 1300 327 434. Please forward applications to amalia.betihavas@3bridges.org.au.

Applicants must address the selection criteria above. Applicants who forward resume without addressing the criteria will not be considered.

Applications close: No Deadline

POSITION DESCRIPTION

Learning Support Worker – Arrowsmith Program

POSITION DETAILS

Responsible to:	Arrowsmith teachers
Responsible for:	NA
Objective:	To provide assistance to students with learning difficulties, in maintaining focus and undertaking their Arrowsmith activities.
Direct reports:	NA
Indirect reports:	NA
Location:	Arrowsmith classrooms (Penshurst)
Award:	Social, Community, Home Care and Disability Services Industry Award (SCHCADS Award)
Level:	Level 2
Hours per week:	Casual (5 - 20 hours per week - Monday to Friday from 10:00am to 3:00pm)

PURPOSE OF POSITION

The main purpose of this position is to provide learning support for Arrowsmith students with mild intellectual difficulties, to maintain their engagement and support their understanding of activities being undertaken.

Key components of this will be to assist in comprehension, maintaining attention, motivating and transitioning from one activity to another throughout the morning.

SELECTION CRITERIA

Mandatory Qualifications

- Working With Children Check
- National Police Check clearance

Essential experience or skills

- Ability to work effectively in a team.
- Strong communication skills.
- An understanding of the needs of people with an intellectual disability.
- An ability to quickly develop rapport with students.
- Ability to work with culturally diverse clients.

Desirable criteria

- Degree level qualification in education/psychology/social work and/or Teaching qualifications recognized in NSW
- Previous experience working with people with a mild intellectual disability.
- Cert III in Individual Support – Disability or similar.

PERSONAL ATTRIBUTES

- Friendly, flexible and approachable
- ability to work independently
- Effective communication and interpersonal skills

KEY RESPONSIBILITIES

Administration

- Completion of record keeping about progress and activity during Arrowsmith periods.
- Support teachers in classroom setup and pack down as appropriate to learners needs.

Program delivery

- Support the maintenance of engagement in activities through reading text & directing students, as well as providing personal motivation to stay on task.
- Support teachers by undertaking auditory memory activities independently as directed.
- Support teachers by marking tracing, word and clocks activities independently as directed.
- Support student to move smoothly from one activity to another.
- Keep teachers informed of issues as they arise.
- Follow teacher's directions.

Strategic Development

- Participate in the implementation of the service plan as required.

Professional Development

- Undertake professional development as directed by teachers.
- Participate in annual performance appraisal.

Human Resource Management

- Attend staff, team and organisational meetings.
- Other relevant duties as directed by teachers.

Policy & Procedures

- Comply with Code of Conduct and organisational policies and procedures including WHS.

ORGANISATIONAL RESPONSIBILITIES

- Adhere to the administrative process of the organisation.
- Adhere and respect the values, policies and procedures of the organisation.
- Operate within the Delegation & Decision-Making Matrix.
- Operate within the Quality Management System, Procedures and Manual.
- Perform your duties in line with the expected team member conduct to be welcoming, caring, warm, helpful and friendly.

ORGANISATIONAL VALUES

The following corporate values and behaviours underpin the working environment at 3Bridges Community and assist us in delivering our vision:

Values	Behaviours
VIBRANT by being energetic and engaging.	<ul style="list-style-type: none"> • Seeking opportunities to do better. • Building inclusive relationships. • Learning and growing with our community.
OPENNESS by being welcoming, honest and transparent.	<ul style="list-style-type: none"> • Open in sharing knowledge and information. • Open to new ideas and ways of working. • Integrity in all we do.
INNOVATION in driving new ideas, opportunities to build a better community.	<ul style="list-style-type: none"> • Advocating for the community. • Leading change. • Continually improving
COLLABORATION by embracing new ideas, teamwork and partnerships.	<ul style="list-style-type: none"> • Working as a team. • Delivering valued services for our community. • Respecting differences.
EXCELLENCE through being recognised as leaders in the community.	<ul style="list-style-type: none"> • Striving to be the best we can. • Quality is a part of everything we do. • Professional performance.

BACKGROUND CHECKS

- Working With Children Check – Yes
- Police Criminal History Check – Yes

ORGANISATIONAL STANDARDS AND EXPECTATIONS

- Code of Behaviour and Conduct
- Privacy and Confidentiality Agreement
- Organisational policies and procedures
- Decision making and delegation matrix
- Quality management System, Procedures and Manual.
- Aspire to and support the organisational values and vision.

Related Documents

- Contract of employment
- Key performance indicators

Revised: **24 August 2018**

About 3Bridges Community

We are a new community organisation drawing upon 40 years experience in supporting the communities of South Eastern Sydney. We aim to increase opportunities for people to work, care and grow in our community. We exist to:

- serve as a focal point for the provision of services targeting the most disadvantaged people in the community to relieve suffering, distress, misfortune, destitution or helplessness;
- assist and support families and individuals in our community to manage the challenges in their lives through the provision of services including case management, crisis intervention, counselling, childcare and a broad range of ongoing support services; stimulate community development.

Our scope of operations include:

- Early intervention and prevention programs for young isolated mothers and youth aged 12 to 18 and their families.
- Before and After School and Vacation Care services for school aged children located at 4 sites within schools and a community centre.
- Training services to increase capacity in the sector and community.
- Pathways to employment and social enterprises such as our home building service which helps people stay at home through home modifications.
- Social cohesion programs aimed to reduce isolation and enhance the quality of life for young adults with a disability and volunteer options
- Positive and Healthy Ageing centres, respite care, carers support, home care for the elderly and people with a disability.

We are a not for profit organisation. Our team consists of 140 staff and almost 300 volunteers. Our organisation is supported through \$5.9m in funding from a range of local, state and commonwealth programs as well as, the generous support of our many supporters. We received total income of over \$14m per year.

Our Vision

People living in connected and enriched communities.

Our aspiration

To be an innovative leader and trusted partner working with community, business and government to deliver sustainable services that enhance community capacity.

Our purpose

To give the community VOICE by:

1. Enriching lives (community relationships & purpose).
2. Making connections (no one needs to be alone).
3. Walking alongside (life changes and transitions).

Our front line service delivery will be within this region with our community services focusing on:

- Aged and Frail
- Family and Carers
- Children and Youth

3Bridges Community is a registered charity with the Australian Charities and Not-for-Profit Commission ABN 96039601269

Our focus



Why more people would like to work with us

As an employer, we offer a wide range of flexible and "family friendly" working arrangements, aimed at creating an inclusive working environment in which all employees are able to achieve a healthy work/life balance. We also offer a competitive salary packaging program aimed at increasing the take home pay for permanent employees.

What our employees say about us

Our most recent confidential staff culture survey found:

- 84% of our employees are looking forward to continuing to work with us
- 85% believe the quality of our work is high
- 85% agree our working conditions are flexible
- 96% believe there is an open acceptance of cultural difference
- 81% like working with us

Salary packaging

General packaging

3Bridges Community utilises its fringe benefit tax exempt status to provide remuneration packaging for eligible team members (permanent or fixed term employees). The premise of Salary Packaging is simple: reduce an employee's annual tax liabilities so that their disposable income is increased. This includes up to the maximum limit allowable under current fringe benefits tax legislation (currently set at \$30,000 grossed up) may be packaged as fringe (non-cash) benefits.

Dining out expenses

In addition, staff can access a Meal Entertainment Card which allows employees to set aside money from each pay to put exclusively towards dining out. This money is transferred to your card before it's subjected to income tax, so it effectively grants you tax free dining. Best of all, this benefit is available over and above the \$16,050 Salary Packaging threshold for 3Bridges Community permanent or fixed term employees. You can use your Meal Entertainment Card to pay at any restaurant, café, hotel, take away outlet with a dine-in facility or for meals provided by a caterer (such as wedding receptions or parties) where Visa is accepted.

Venue hire

3Bridges Community employees are also able to salary package accommodation and venue hire expenses in

addition to general salary packaging. Employees can salary package the cost of holiday accommodation. It can be anything from an overnight stay to **accommodation** during a three month European holiday that you can package Tax Free without affecting what you normally Salary Package. It doesn't matter whether you stay in a caravan, cabin, motel, bed & breakfast or hotel. More details can be found at racvsalarysolutions.com.au.

Family Friendly Policies

Achieving Balance through Flexible Working Arrangements.

3Bridges Community is committed to providing fair and flexible conditions to staff, understanding that we all need to balance a range of activities and roles in our lives. We offer family friendly policies for individuals that need increased flexibility, through leave and working conditions. These provide a basis for discussion and negotiation when family situations need more flexible work arrangements such as fractional and part-time employment, rostered days office, time in lieu and more.

The following policies and procedures recognise that the provision of flexible work options is linked to enhanced organisational capabilities.

Rostered Days Off (RDO)

As part of *3Bridges Community's* flexible approach to working conditions permanent full time employees have access to rostered days off. Full-time 38 hour a week permanent workers are offered the opportunity to work an eight hour day in order to accumulate one rostered day off per four week cycle.

Time in lieu

By mutual agreement, an employee may be compensated by way of time off instead of payment of overtime (time for time) within three (3) months of it being accrued. This allows employees to attend personal commitments during traditional working hours.

Study Leave

Ongoing education of employees is valued by *3Bridges Community* to support continuous improvement of service provision and career development. Employees can access up to 5 days per annum for approved training and development programs.

Maternity & parental leave

Our maternity leave provisions allow our employees to access parental leave when a child is born or adopted. Parental leave entitlements include maternity leave, paternity and partner leave, adoption leave, special maternity leave, a safe job and no safe job leave and a right to return to old job.

Variation to traditional office hours

Variation to traditional working hours will depend on the nature of the role and service commitments. An employee may be able to vary start and finish times by negotiating flexible working hours with their Manager.

Working from home

Our Working From Home Policy and procedures provides for casual / adhoc working from home arrangements where work traditionally performed in the work place may be carried out at home.

Part time options

A large percentage of our work force are employed on part time basis. This allows employees to manage their caring or parenting obligations more effectively.

Child Care

3Bridges Community operate both before and after school care as well as, vacation care across 5 sites in the St George and Inner West Region. Staff are able to access these services and bookings (subject to availability) can be made on a full-time or part-time basis.

Employees with disabilities and carer's responsibilities

3Bridges Community is a strong advocate for and supporter of job applicants or employees who have a disability, an illness or responsibility for the care of a family member. We assist employees to fulfil their carer's responsibilities by making reasonable adjustments to their working arrangements.

Leave Purchase Scheme

Full time employees are able to participate in a purchase leave program to achieve a work / life balance. Employees may apply purchase either 10 days (2 weeks) or 20 days (4 weeks) additional annual leave in a 12 month period.

NAIDOC Week

All Aboriginal or Torres Strait Islander employees are entitled to one day off during NAIDOC Week to celebrate.

HOW TO APPLY

Only applications that address the selection criteria will be considered.

When applying for a position, you must :

- *Write about your experience and skills*

Please write about your experience and skills in each of the areas listed in the 'Selection Criteria'.

- *Provide the names of two referees and their contact phone number*

A referee is someone who is familiar with your work. If you are selected for an interview, and the interview panel is interested in offering you the position, we will first contact your referees to confirm your skills, abilities and experience.

- *Provide a copy of your resume.*

If the above information is not provided, you may not be offered an interview, as the Interview Panel will be unable to determine your suitability for the position.

Interview Panel

An Interview Panel comprising up to three (3) members will be established to cull applications (select suitable applicants for interview), write the interview questions, interview applicants and contact referees.

The Interview Panel may consist of the 3Bridges Senior Manager, Line Manager and one other.

3Bridges Community abides by Equal Employment Opportunity principles. Each applicant will be treated fairly and in a non-biased way. Where any member of the Interview Panel knows an applicant, that member must disclose how they know the applicant. If the relationship between the parties is a conflict of interest and will influence the Interview Panel member's ability to provide a fair and non-biased opinion, the Interview Panel member will be replaced as soon as possible.

The Interview Panel has the discretion to interview applicants who may have not clearly addressed all the essential criteria, but have demonstrated potential to fulfil the criteria. This will give the interview panel the opportunity to more fully examine the applicant's credentials.

The Interview Panel will re-advertise the position if there are no applicants who fulfil at least the essential qualifications stipulated in the advertisement.

Culling process for applications

Once applications are received, and after the closing date, the interview panel will cull applications.

All applications will be treated as confidential and only members of the interview panel will view and discuss applications.

In culling applications, the interview panel will progressively exclude those applicants who do not adequately meet the requirements of the advertised position.

Overseas qualifications

Overseas qualifications will be considered and accepted wherever possible and appropriate.

Interview process

If you are selected for an interview, you will be informed, with reasonable notice, of:

- the time of the interview
- the approximate duration of the interview
- the number of people on the panel
- the place of the interview
- any expectations regarding examples of previous work, etc.

Interview questions may be made available to interviewees ten (10) minutes prior to the commencement of their respective interview. This decision is at the discretion of the relevant senior manager.

The interview questions will be standard for all interviewees and will be based on the selection criteria and the position description.

Decision-making

The Interview Panel will decide the successful applicant. A member from the Interview Panel will contact the Referees of the successful applicant. The information received will be confidential and shared only with the Interview Panel.

A member of the Interview Panel will contact the successful Applicant. Once the position has been accepted, unsuccessful applicants will be informed of the outcome of their application.