

Position title:	Crèche Assistant	Commitment requested:	Attendance at a minimum of two sessions per fortnight. Times and days will vary across hubs and are only held during school terms.
Report to:	Community Hub Leader	Location:	Various locations across Bankstown, Cumberland, Parramatta, Blacktown and Fairfield LGAs.

About Settlement Services International (SSI)

Settlement Services International is a community-based, not-for-profit humanitarian organisation providing a range of services in the areas of refugee and migrant settlement, accommodation, asylum seeker assistance, multicultural foster care, disability support, employment services and youth support in NSW.

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 Community Hubs Program aims to support migrant and refugee families (including children 0-5 years of age) by offering meaningful social activities as well as access to existing support services including local education, health, community and settlement services. The program offers families various opportunities to gain skills through formal and informal training, including English classes, breakfast clubs, homework clubs and community events.

The Crèche Assistant works to offer a safe and caring environment for children aged 0-5 years while their parent/carer takes part in learning or program activities run through the Community Hub. Parents are usually within close proximity to their child if not in the same room.

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 Community Hub Leader and/or other minders to create an environment where children can feel safe, connect and play with other children

- Provide refreshments that encourage healthy eating habits
- Provide feedback to the Community Hub Leader 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 Community Hub Leader or delegates

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, Assyrian, Vietnamese, Tamil, Hindi and Farsi

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 _____