



Incorporating Multicultural Resource Centre

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## **JOB DESCRIPTION: CASUAL BILINGUAL WORKER**

### **BACKGROUND**

The Casual Bilingual Program (CBP) was established in 1994. The success of the Casual Bilingual Program can in part be attributed to the diverse cultural and language backgrounds, experiences and skills people employed as a CBW. CBWs are not necessarily qualified or trained in the discipline of early childhood education and care. FKA Children's Services (FKACS) CBW's orientation and training sessions are designed to further develop their knowledge and skills in working with children, families and educators in children's services.

### **ROLE OF THE CBW**

- Support children from Culturally and Linguistically Diverse (CALD) backgrounds to maintain their home language(s).
- Support families from CALD backgrounds to better understand:
  - the important role they play in maintaining their child's home language(s)
  - the value of maintaining the home language(s)
  - the value of play-based children's programs.
- Support children and their families from a CALD background feel connected to and participate in the children's service.
- Support early childhood educators to better understand the particular cultural and linguistic needs of children from (CALD) backgrounds.
- Support communication between families, children and educators in the children's service.

### **Working with children**

- Support children settle into the children's service and provide further support for a time limited period.
- Provide language maintenance and enrichment for children in their home language(s) (*read stories, sing songs, play games, talk etc*).
- Enable children to develop pride in their home language(s) and culture and to continue to develop a positive identity. (refer to Victorian Early Years Learning & Development Framework – Outcome 1: Children have a strong sense of identity pg 18)
- Be a role model for children in speaking to them in their home language(s)
- Share information with all children at the children's service regarding culture and language.

### **Working with families**

- In consultation with FKACS Children's Services Consultants, provide families with information in their home language(s) about the children's service's program.
- Explain the purpose and benefits of the children's services program to families in their home language(s).
- Act as an aid between families and the service's educators regarding their child's learning and development, children's program at the children's service.
- Explain to families that educators at the children's service work with a diverse range of child rearing practices (refer to Victorian Early Years Learning & Development Framework – Equity and Diversity pg 11)
- Encourage family participation in activities and management of the centre the service (refer to Victorian Early Years Learning & Development Framework – Family-centred practice pg 10)
- Assist the service's educators and families in scheduled meetings.

## Working with staff

- Assist children's service educators better understand the cultural background of the child and their family.
- Provide relevant cultural information to educators to support the development of culturally competent children's programs.
- Share the needs and concerns of the child's and their family's particular ethnic group with educators e.g. child rearing practices, values, beliefs, celebrations (*What does that family celebrate?*) and taboos (*not eating pork etc*).
- Facilitate communication between staff, families and children.
- Support the use of bilingual programs.
- Provide written translations of commonly used words for children's service educators.
- Assist children's service educators with any referrals for the child or their families to other services in consultation with the Children's Services Consultant..

## Developing resource materials

- In consultation with FKACS Children's Services Consultants assist
  - the children's service and families to develop and maintain links with local ethnic communities for exchanging information where appropriate.
  - in the production of appropriate bilingual and bi-cultural materials to support second language learning and multicultural perspectives in the service.

### Pre-requisites

#### Mandatory

- Strong bilingual skills.
- Interest in working with young children.
- Working With Children Check (Employee).

#### Preferred

- An early childhood qualification (in Australia or overseas).
- Work experience in a children's service.

*FKACS provide a free orientation day prior to commencement of work with children, their families and educators in children's services.*

## Responsibilities

CBWs are responsible for:

- Maintaining a professional and courteous manner.
- Implementing the strategies and methods of the children's service to achieve good outcomes for children.
- Actively participating as a team member.
- Maintaining records as required by FKACS.
- Reporting any matters of concern related to children or their families, the children's service facility, resources or educators to the Casual Bilingual Program Coordinator or a Children's Services Consultant.

## Accountability

The CBW position is directly accountable to the Casual Bilingual Program Consultant.

CBWs may work in collaboration with the following people:

*In the children's service:*

1. The nominated Educational Leader of the Children's Service, the Kindergarten teacher the Child Care Coordinator or the Family Day Care educator.
2. The educators working in the Group or children's room directly with the child/ren.

*At the fkaCS office:*

1. Chief Executive Officer (CEO)
2. General Manager
2. Team Leader
3. Casual Bilingual Program Consultant
4. Children's Services Consultants who booked you to support the service.

## Support at fkaCS

The fkaCS Consultancy team support and resource the work of the Casual Bilingual Workers.



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## **HEALTHY AND SAFE WORK ENVIRONMENT**

*fka* Children's Services (*fkaCS*) is committed to a workplace culture of continuous improvement in occupational health and safety standards to reduce as far as reasonably practicable the incidence of workplace injury. It is a requirement of all *fkaCS* employees to observe the organisation's \*Occupational Health and Safety (OHS) Policy and Procedures and work in a manner that is safe and minimise any risks that may result in harm or hazard likely to cause injury to self, other employees or the general public and in accordance with relevant OHS legislation.

### **All employees are required to:**

- Follow defined occupational health and safety policies and procedures relating to the work being undertaken in order to ensure own safety and that of others in the workplace.
- Follow workplace procedures for hazard identification and risk control.
- Contribute to participative arrangements for the management of occupational health and safety.
- Demonstrate a commitment to the participation and involvement in effective rehabilitation and return to work in the event of a workplace injury.

## **PRE EXISTING INJURIES**

*fkaCS* has a responsibility to ensure that employees only undertake duties that they are able to perform safely. This job description outlines the nature of the work for which you are applying. Please read this document carefully and discuss any queries that you may have with the Casual Bilingual Program Coordinator.

Pursuant to Section 82(7) and (8) of the Accident Compensation Act 1985, you are required to disclose to your employer any pre existing injury or disease that you have suffered of which you are aware of and could reasonably be expected to foresee, and therefore could be affected by the nature of the work referred to in this document.

Failure to make a disclosure, or making of a false or misleading disclosure, may disentitle you to compensation pursuant to the Accident Compensation Amendment Bill 2009 should you suffer any recurrence, aggravation, acceleration, exacerbation or deterioration of a preexisting injury or disease arising out of or in the course of or due to the nature of employment with FKACS. If you have any pre existing injury or disease that may be affected by any aspect of this job, you are required to notify *fkaCS* as part of your Employment Agreement.

### **Personal health, safety and wellbeing**

The CBW's duties may involve one or any of the following:

- Walking/Standing
- Sitting on low chairs, the ground or floor
- Lifting/carrying duties (light)
- Lifting/carrying duties (heavy)
- Pushing/pulling duties (light)
- Pushing/pulling duties (heavy)
- Squatting/bending/kneeling, i.e. picking up toys, interacting with children
- Fine motor skills - ability to change clothes with small buttons,
- Writing tasks
- Exposure to noise
- Degree of stress - multiple demands from children/family relations

## **RISK MANAGEMENT**

All staff have a responsibility to understand and observe the \*\*Risk Management policy and related procedures in accordance with training and instruction given, and to report any risk to their immediate supervisor. Risks that affect *fkaCS* may result from property damage, unethical or fraudulent behaviour or illness and injury to people.

Everyone benefits when the organisation and each employee plans, promotes and maintains a healthy and safe workplace.

\*OHS Policy and Procedure Manual is located on site at *fkaCS* office.

\*\*Risk Management policy *fkaCS* is located on site at *fkaCS* office.

*For further information about OHS visit WorkSafe Victoria's website [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)*