

Integrated hubs staff functions

Integrated Hubs bring preschool together with other health, wellbeing and education offerings so families and children can be supported to access the services they need in one place.

Hubs deliver Preschool Plus, a preschool program of up to 30 hours per week for 3- and 4-year-olds to improve their learning and development outcomes.

Scope

Hubs Staffing is funding provided to eligible Partner Services to deliver the Integrated Hub model.

About the program

This funding is for additional staffing roles including:

- administrative support to assist with any additional workload for delivering the Preschool Plus program and coordinating integration activities
- an Integration role to support service integration within the hub and with local services
- an Allied Health or similar allocation to provide support to families and children and to build the capacity of educators.

Funding requirements

A Partner Service must be selected as an integrated hub by the OECD.

Hubs Staffing funding must support delivery of the below functions.

Integration

Fundamental requirements

- Based on site within the service
- Both inwards and outward facing
- Facilitate connection and integration across services and programs in the hub as well as leading initiatives across the community that are connected to the hub
- Drive development of a shared vision and approach to working with families and professional learning to support this
- Enact the Integrated Hubs service model



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Functional objectives

- Provide guidance across the community linked to the hub to ultimately reduce developmental vulnerability (as defined by AEDC) by strengthening access to place-based service provision for families and children based on locally identified needs.
- Contribution to centre leadership through participation in shared decision-making processes about the integration of service provision in response to community strengths and needs.
- Ensure service pathways are clear, family friendly and culturally responsive. Champion the principles of inclusivity, social equity and community led decision making in all initiatives ensuring that the most marginalised have a voice.
- OECD backbone support will include the development of a strategic framework for integrated service which can be tailored for each local context by the integration lead.
- Development and execution of place-based strategies that respond to the unique needs and priorities of the local community. Utilisation of community assets and local knowledge to design initiatives that foster a sense of ownership, empowerment and collective responsibility.
- Champion the complex work of integration so that the ethos of the hub and across community is one of collaboration and joined up service which enhances families' capacities to support their child's optimal health and development. This includes culture, vision and developing systems and process which enhance the ethos of the integration service model. Development of training and resources to build workforce capacity in community centred early childhood support. Provision of guidance and support to service providers to enhance collaboration and integration.
- Development and support of strong networks with external providers and other relevant community organisations such as other ECEC, schools, ACCHOs, local councils and other health organisations, developing clear referral pathways and processes to support family engagement (including via leadership of the Local Enabling Group).
- Creation and implementation of robust systems for data collection and evaluation to guide design, implementation and continuous improvement. Data collection and analysis, including accessing and creating evidence and measuring impact and using these to evaluate programs and the responsiveness of service provision and supports for children and families.

Allied Health

Fundamental requirements

- Place based (site/service level) determination of the Allied Health staff configuration based on locally identified need and/or what is already available



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- Relevant tertiary qualification and eligibility to practice in Australia
- Level AHP2 equivalent (based on provider advice about level of experience required)
- Service provider is required to ensure appropriate clinical supervision arrangements are in place.

Preferred approach

- Based on site
- Flexibility around the use of social worker as a title, if the service opt to employ this, given that some families are cautious about working with social workers due to child protection link.

Functional objectives

- Strengthening access to place-based AH expertise for families and children based on locally identified needs.
- Contribution to centre leadership through participation in shared decision-making processes about the integration of service provision in response to community strengths and needs.
- Ensure service pathways are clear, family friendly and culturally responsive. Champion the principles of inclusivity, social equity and community led decision making in all initiatives ensuring that the most marginalised have a voice.
- Collaboration with families and colleagues to plan, implement and evaluate a range of quality universal and targeted services that support responsive caregiving, and children's development, wellbeing and learning.
- Partnership approach with children and their families to determine the goals, focus and pace of service engagement, and work as part of a multi-disciplinary and interagency team to support families from culturally diverse backgrounds and strengthen child safety.
- High level reasoning and professional judgement to analyse and evaluate information for recording accurate and timely case notations on the client case management systems, completion of assessments, relevant case documentation and reports in accordance with service provider requirements.
- Regular case conferences, case reviews and file audits as part of regular supervision, peer consultation and case planning.
- Individual, family and/or other individual and group therapies and other specific programs using a range of evidence-based models and skills.



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- Collaboration and coordination with families, government and non-government colleagues to facilitate families' engagement with services.
- Improvement of integrated work practices and services by monitoring service engagement and outcomes, emerging trends and community strengths and needs, and contribute to ongoing service evaluation.
- Contribution to centre leadership through participation in shared decision-making processes about the integration of service provision in response to community strengths and needs.

Administration

Fundamental requirements

- Ensure administrative tasks and functions as a result of the Integrated Hub model don't fall to site leadership, and Integration Lead and Allied Health staff.

Functional objectives

- Delivery of high-quality front facing reception duties, providing respectful, friendly and responsive assistance to families, community members, centre colleagues and service providers in all forms of communication. Welcome and engage families to ensure they experience a seamless service response which is trauma informed and culturally responsive.
- Professionally managing reception duties such as answering phone calls, recording accurate information for team members.
- Maintenance of rosters and room bookings for the centre, establishing sound management systems and managing communication and correspondence.
- Support the administration for the local Enabling Group and related activities.
- Administrative duties that involve a high standard of electronic literacy including the use of booking databases, website development and management.
- Resource and information management including recording, archiving, filing, storage, ordering and inventories.
- Assistance for the hubs leadership team with administrative duties as negotiated including for example preschool enrolment processes

Exceptions / special circumstances

Alternative roles may be agreed with the OECD, if a service already has sufficient capacity and capability across one or more of these functions to deliver the Integrated Hub, and requires different expertise.



What do these words mean?

Fundamental requirements means the crucial most important parts or approach to delivery of the role.

Functional objective means what the role is funded to achieve.

Preferred approach means these are preferred but are not mandatory.

Where to go for more information

[Integrated hubs service model](#)

Reach out to OECD.Hubs@sa.gov.au

