

POSITION DESCRIPTION AND SELECTION CRITERIA

POSITION TITLE: Children's Services Coordinator

COMMUNITY: Nyirripi

REPORTING TO: Operations Coordinator Early Childhood

LEVEL: 5

PURPOSE OF THE POSITION:

Operating under the direction of the Operations Coordinator Early Childhood and in accordance with Council's corporate plans and policies and relevant legislation, this position is responsible for coordinating the daily operations of the Nyirripi Child Care Centre.

DUTIES AND RESPONSIBILITIES:

- Coordinate the day-to-day operations of the Nyirripi Child Care Centre adhering to all reporting, licensing and legislative requirements.
- Ensure that the program is managed in accordance with funding requirements, meeting government regulations, contractual obligations and National Quality Standards.
- Ensure a safe, caring and stimulating environment exists for all children as well as ensuring the health and wellbeing of each child is a priority.
- Work with the staff to prepare and provide nutritious daily meals for children attending the centre.
- Mentor, support, motivate and professionally develop Centre staff including training in Certificate III - Early Childhood and Care, undertaking annual performance appraisals and recruitment processes when required.
- Ensure the provision of high quality customer service respecting the diversity and complexity of child and family needs in accordance with relevant service standards and Council's policies and procedures.
- Liaise with and develop positive working relationships with key community stakeholders to ensure the delivery of services in the most cost effective and culturally appropriate manner.
- Create opportunities for open communication between educators and families by:
 - Sharing information with parents about their own children's learning and development in context of the program;
 - Inviting parental input to the program and the service, providing options for participation that considers individual family needs and background.
 - Addressing any concerns of parents and negotiating positive outcomes.
 - Actively assisting families with additional needs to access relevant services.
 - Maintain effective observations and records to identify children's development.
- Assist in the preparation of reports pertaining to the service for the Council, Management and relevant funding bodies as required.
- Assist in the development of annual budgets for the service as required by the Early Childhood Operations Coordinator.
- Monitor financial transactions for delegated service and report on the annual budget and financial forecasts to the Early Childhood Operations Coordinator.

- Work with the Children's Services team members to ensure fee collection, debtors control and Child Care Subsidy systems implemented are effectively managed and monitored.
- Ensure the most economic use of consumables and ensure timely stock ordering and assume responsibility for the care and maintenance of Council owned equipment.
- Ensure Workplace, Health and Safety and Food Safety regulations are adhered to and appropriate documentation is submitted in a timely manner
- Carry out other duties as directed by the Early Childhood Operations Coordinator or Manager Children's and Youth Services

SELECTION CRITERIA

Essential:

- A highly developed awareness of issues affecting Aboriginal people in remote locations and ability to provide effective leadership in a cross-cultural environment.
- Minimum Diploma in Early Childhood Education and Care (or similar) and leadership level experience in supervising the delivery of centre based children's services.
- Experience in supervising, mentoring, supporting and motivating staff members including programming and planning.
- Sound decision making skills including an analytical approach to problem solving.
- Demonstrated interpersonal, written and oral communication skills to communicate effectively with stakeholders.
- Demonstrated understanding of financial management
- Demonstrated understanding of Work, Health and Safety Regulations and food safety requirements
- Current Driver's Licence and willingness to work in remote communities.
- Possession of a Working with Children card, Current First Aid with asthma and anaphylaxis.

Desirable:

- Experience in working in a remote Indigenous community or town is highly preferable
- Good understanding of, and passion for, community development

POSITION ATTRIBUTES - LEVEL 5:

Authority and accountability

The exercise of discretion within standard practices and processes and may involve the exercise of high precision occupational skills using various specialised techniques, systems, equipment, methods or processes. Positions provide local decisions, direction, leadership and on-the-job training to supervised employees or groups of employees.

Judgment and problem solving

Skills to solve problems which require assessment of a range of options having elements of complexity in reaching decisions and making recommendations. For supervisors, the work processes often requires the quantification of the amount of resources needed to meet those objectives. Assistance may be readily available from other staff in the work area in solving problems.

Specialist knowledge and skills

Specialist knowledge in a number of advanced skill areas relating to the more complex elements of post-trades or specialist disciplines either through formal training programs or on-the-job training.

Management skills

May require skills in co-ordinating a team of employees, to motivate and monitor performance against work outcomes. Positions may lead large groups of employees at the 'work face'.

Interpersonal skills

Persuasive communication skills are required to participate in specialised discussions to resolve issues, including explaining policy to the public and/or others and reconciling different points of view.

Qualifications and experience

Positions require thorough working knowledge and experience of all work procedures for the application of technical, trades or administrative skills, based upon suitable certificate or post-certificate level qualifications which may include:

- a. post-trade certificate and/or other post-secondary qualification below diploma or degree; or
- b. extensive knowledge and skill gained through on-the-job training in accordance with the requirements of the work in this level.

NOTE TO CANDIDATES

The Children Services Coordinator will be expected to:

- Be contacted out of ordinary office hours in case of emergency.
- Work with Aboriginal people that speak Anmatjere, Arrernte, Alyawarra and/or Warlpiri as a first language.
- Occasionally drive a 4WD vehicle and/or a bus.
- Have a reasonable level of fitness.
- Hold a current first aid certificate or have the ability to obtain this qualification.
- Meet all the requirements of the Council's Code of Conduct in the performance of their duties.

People of Aboriginal and Torres Strait Islander descent are strongly encouraged to apply.