

Position Description

POSITION TITLE	Child Care Coordinator, Children's Services
POSITION NUMBER	104303
AWARD	Local Government Industry Award
CLASSIFICATION	CDRC Enterprise Agreement – Level 6
POSITION TYPE	Permanent Full Time (38 hours per week)
DIRECTORATE/PROGRAM	Community Services / Children's Services and Libraries
LOCATION/S	Lajamanu/Laramba/Nyirripi/Ti Tree/Yuelamu/Yuendumu
SUPERVISOR	Senior Coordinator/Child Care Centre Manager, Children's Services and Libraries
POSITIONS SUPERVISED	This position has between 2 to 6 direct reports plus casuals as required

PRIMARY OBJECTIVE

The Child Care Coordinator, Children's Services is responsible for providing quality support services for Children's Services in accordance with Central Desert Regional Council strategic and regional plans, policies, procedures and relevant legislation and National Quality Framework and Standards.

KEY DUTIES AND RESPONSIBILITIES

1. Supervise, oversee and administrate professional services to Children's Services clients.
2. Provide quality service delivery across multiple sites, ensuring services are delivered as per agreed standards and KPIs.
3. Ensure compliance with relevant policy, funding agreements and legislation.
4. Supervise, coach and mentor the team and drive team practices to deliver quality services, ensuring that Council policy and WHS obligations are applied.
5. Provide frequent, comprehensive verbal and written reports on the daily operations of site and program delivery.
6. Make informed recommendations on program directions and outcomes to the Manager.
7. Ensure all equipment and resources are used, maintained and cleaned appropriately.
8. Coordinate materials and resources across multiple locations, ensuring procurement guidelines are met.
9. Develop and implement program activities and ensure consistent program delivery across multiple sites.
10. Be engaged in an effective and proactive health, safety and wellbeing culture.
11. Any other reasonable duties delegated by the Manager which are within level.

SELECTION CRITERIA

Essential

1. Diploma or Advanced Diploma (or current enrolment) in related discipline and/or substantial relevant experience.
2. Sound knowledge of the National Quality Framework and Standards.
3. Demonstrated experience in planning and delivering childcare programs.
4. Demonstrated ability to plan program activities including accurately allocating time, budget and resources.
5. Demonstrated ability to work within legislative frameworks.
6. Demonstrated ability to provide accurate and timely reports on services and activities.
7. Ability to supervise, coach and develop employees from a range of cultural backgrounds.
8. Knowledge of Work Health and Safety requirements, specifically as they relate to a childcare service.
9. First Aid Certification or willingness to complete upon commencement.
10. An awareness of the socio-economic factors affecting Aboriginal people in remote locations.
11. Current Class C Licence.
12. Acceptable Police Check.
13. Ochre Card.

Desirable

1. Awareness of the socio-economic factors affecting Aboriginal people in remote locations and ability to operate effectively in a cross-cultural environment.