

POSITION DESCRIPTION AND SELECTION CRITERIA



two ways :: one outcome

POSITION TITLE: COORDINATOR, CHILDREN'S SERVICES OPERATIONS
POSITION NUMBER: 104302
PROGRAM: CHILDRENS SERVICES
SUPERVISOR: MANAGER, CHILDRENS SERVICES

OBJECTIVES OF THE POSITION:

Providing strong leadership to a small team in a remote setting. Implement learning programs that contribute to each child's interest and emotional, social wellbeing.

Key tasks and responsibilities:

- Create, document and implement the delivery of a quality Early Childhood educational program in the Community following all reporting, licensing and legislative requirements
- Work with the staff to prepare and provide daily meals for children attending school monitoring the school nutrition program following all reporting, licensing and legislative requirements
- Mentor, support, motivate and develop Indigenous staff on-the-ground within the community. Eg. Staff understanding of roles and responsibilities, training, HR, etc.
- Capacity to work creatively & independently, demonstrating initiative and actively developing a supportive team environment.
- Liaise with other operational elements of the Community to ensure the delivery of services in the most cost effective and culturally appropriate manner. Including bush trips, community events and Early Childhood representation at every Local Authority meeting to proactively promote and encourage community engagement with the program
- Develop positive working relationships with internal and external stakeholders, including the school and registered training organisations etc.
- 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

SELECTION CRITERIA:

Essential:

- Qualifications at diploma or advanced diploma level or extensive relevant experience. two ways :: one outcome
- Demonstrated ability to supervise and direct staff.
- Demonstrated experience in delivery a funded community services program.
- Demonstrated ability to plan program activities including accurately allocating time, budget and resources.
- Demonstrated ability to work within legislative and funding frameworks.
- Demonstrated ability to provide accurate and timely reports on services and activities.
- Demonstrated ability to work as part of a team.
- Knowledge of Work Health and Safety requirements.
- An awareness of issues affecting Aboriginal people in remote locations