

**POSITION:** ‘Shoestring ‘ Childcare Coordinator Diploma Qualified (Part Time)

**REPORTS TO:** Executive Manager – KNLC

**HOURS:** 22 hours per week over 5 days. This is inclusive of 2 hours preparation time per week through-out term.

Sessions do not run during school holidays but there is an allocation of 3 hours during this break time for planning and preparation.

KNLC follows the Victorian School term calendar. We are closed each term for 2 weeks. This time is taken as LWP. Playgroups continue in week 2 of school holidays.

KNLC is closed during December – January period, all staff are expected to take leave during this time. An additional day (8hours) for administration and room duties is allocated prior to program recommencing in January.

Leave outside this period is by negotiation with the Executive Manager and will be taken as Leave without Pay.

Holiday hours and programs will need to be negotiated with the Executive Manager and will be paid according to the Classification in this position description.

**CLASSIFICATION:** NHACE – Collective Agreement 2018 (Award)

Children Services Award Level 6.1

**BACKGROUND INFORMATION:**

Kew Neighbourhood Learning Centre (KNLC) is a not for profit organisation providing socially inclusive educational, recreational, health and wellbeing and social support opportunities for our local community. In addition to the 900 or so enrolled people who visit our centre each week there are also outside groups and drop in.

Our range of programs include but are not limited to childcare, playgroups, ESL and IT classes as well as a selection of art and exercise classes.

KNLC also runs an Inclusive Communities Program that targets marginalised members of our community, in particular, those living with a serious mental illness or disability. We also have 2 social enterprise activities in our Sparechair café and JiT Garden and Maintenance enterprise.

KNLC undertakes various short term and one off funded projects.

This position will be working with and supervising a team of 2 part time staff and casual relievers. Additionally, you will supervise (from time to time) students on placement and are responsible for maintaining a register of relievers.

The ‘Shoestring’ Childcare Coordinator will be required to attend 2 meetings per quarter, being the Childcare Cluster meeting and the KNLC Program-Admin meetings.

**POSITION PURPOSE:**

The ‘Shoestring’ Childcare Coordinator is responsible for the Children’s services area. The position will work as an integral part of the Shoestring childcare team to ensure the day to day running of our occasional care service. As Coordinator you will be responsible for implementing a safe, caring, healthy, and stimulating learning environment in order to meet the physical, emotional, social, and intellectual needs of children in our care. This position is also responsible for facilitating 2 playgroup sessions weekly.

The position is responsible for the overall administration of the Childcare area, including but not limited to, ensuring that the Occasional Care Service is compliant with all the requisite legislation, Acts, Regulations, Standards, Policies and Procedures. The role is also responsible for the creation of new activities that will increase the capacity of the childcare space to ensure long term sustainability.

**MAIN DUTIES & RESPONSIBILITIES:**

Quality Care

Provide age appropriate activities that aim to promote the social, emotional, physical and cognitive needs of individual children.

Through positive guidance with children to support their self-esteem, personal responsibility and choices and access to learning.

Through teaching strategies that support children in their problem solving, creativity and in the exploration of their personal and social interests.

By treating all children equally and respecting gender, culture and diversity.

By promoting children’s understanding and acceptance of culture and diversity.

Communication with families via regular E newsletters.

Regular contact with families and carers with updates on children and other messages as required to ensure the smooth running of the area.

Form and maintain connections with relevant local organisations.

Physical Care

Through the supervision of children at all times.

By being actively involved in arranging and maintaining the indoor/outdoor play areas in a visually stimulating, safe and hygienic condition.

By meeting the physical needs of the children in relation to comforting, toileting, eating, drinking and appropriate clothing.

By changing nappies as required in accordance with House policy.

By responding to illness, accidents and emergencies as outlined in the House Policies and Procedures Manual.

By monitoring the children’s environment to ensure it is safe and free from potential hazards including checking the playground each day for noxious, dangerous and inappropriate items.

By taking any necessary preventative action to ensure the safety and wellbeing of the children.

Consult with Executive Manager regarding major equipment or maintenance needs.

Administrative

Reading and demonstrating sound knowledge and application of the Children’s Services Regulations (2009), ‘Shoestring’ staff Manual, Emergency Procedures and KNLC Policy and Procedures.

Review and write policies as required to adhere to current regulations.

Maintain IPad database and OWNA app and portal for electronic sign in/out and accurate attendance data

Actively undertake low to no cost marketing and advertising in regards to children’s programs.

Produce brochures, leaflets and social media posts with up to date information.

Assist in the preparation of resources to provide varied learning experiences.

Work collaboratively with other childcare staff to develop routines that ensure smooth transitions from one activity to another.

Work collaboratively with other childcare staff to question, evaluate and address how the curriculum is operating for individual children, groups of children and for respective families.

Consult with the Executive Manager regarding the recruitment of part time and relief staff.

Record and maintain records concerning children’s accidents, illnesses and medication and other recordings as it relates to the group or child.

Responding to and raising any issues or concerns with parents/carers regarding children’s issue that are other than routine.

Carry out and record ongoing observations on each child.

Provide regular feedback to parents regarding child’s progress.

Undertake program evaluation once per semester that includes input from staff and feedback from parents and identifies opportunities for improvement.

DHS parents satisfaction survey to be undertaken annually.

Preparation and program planning on a term by term basis.

Engage in ongoing staff development opportunities to improve personal and professional skills.

Purchase of day to day supplies.

Work within allocated budget.

Other duties as directed that are within the limits of the employee’s skills, competence and training.

**Risk Management Responsibilities**

Risk management is the responsibility of each staff member at KNLC. All staff is expected to follow established safe work practices, procedures and instructions. They are to take reasonable care to maintain OH &S for their own safety and that of colleagues.

All staff is guided by a set of clear policies and procedures and should seek assistance when they are unsure about performing a determined task. Any incident, accident, injury, near miss or potential risk should be reported as soon as practicable to the Executive Manager. The incident should be documented immediately.

It is a requirement of part time employment that staff participate in audits, team meetings and training.

**Judgement and Decision Making**

Staff is expected to exercise professional and independent judgement free of bias. They are expected to have a sound knowledge and understanding of the principles as they relate to the Children’s Services Regulations (2009) and the respective Act as well as the DEECD Service Agreement (2012).

Guidance and advice is always available and should be sought when in doubt.

**Qualifications and Experience**

A relevant qualification under the Children’s Services Regulations (2009).

Experience in working in a children’s centre in a Coordination role (3 year minimum).

Ability to write a developmental program and to implement and evaluate the program.

Ability to remain focused whilst undertaking a number of tasks at any one time.

Demonstrated ability to manage time, set priorities, plan and organise one’s own work in order to meet tight timelines.

Ability work within a team environment.

Current First Aid, CPR, Asthma and Anaphylaxis Certification

Ability to work in a changing workplace culture, and be flexible and responsive.

**Selection Criteria**

Diploma in Children’s Services

Experience in working in a children’s centre in a Coordination role.

An understanding of the needs of children under 5 and the ability to develop a good

rapport with them

Demonstrated skills in managing time, setting priorities, planning and organising one’s own work.

Demonstrated ability to plan, implement and evaluate a creative, innovative developmental program for children 0 – 6 years

Ability to work in and contribute to a supportive and cooperative team environment

Applicants must have excellent English language skills

Demonstrated ability to recognise, discuss and refer problems or concerns as they arise

Current WWC, Police check and First aid certification as above

COVID Vaccination up to date – 3 doses

**Applications close 5pm February 24, 2023.**

**To apply please forward a covering letter addressing the Key Selection Criteria and include a CV.**

**Only applicants shortlisted for interview will be notified.**

**Please forward your application to Barbara.ghiani@kewnlc.org.au**