**Position Childcare Coordinator (Primary Nominee)**

**Award e.g. Schedule 3 Part C**

**NHACE Agreement 2016**

**Position Classification: e.g. Level 5.3**

**Reports to: Manager/Coordinator**

**Time Fraction: e.g. 0.2 - 30 hours per week (Monday to Friday)**

**Classification: e.g. as per NHACE Collective Agreement 2016 (ESPSE Award),** General Staff Level 5

**About the Organisation**

Insert org name is a community based not-for-profit adult education provider. We are a Learn Local pre-accredited program provider and a Neighbourhood House. We have been offering many different activities and classes for members of the community for over (??) years. This welcoming, friendly and professional Centre/House provides activities that focus on adult education, in particular English as an Additional Language, computers and general education for adults. The Centre/House is very supportive of learners of all ages from culturally and linguistically diverse (CALD) backgrounds and also offers *(e.g.occasional childcare and after school tutoring).*

**Insert org name *is a Child Safe organisation.***

**About the Role**

The coordinator will have completed a [AQF 5] Diploma in Children’s Services or equivalent.

The coordinator will ensure that our childcare facility is a friendly, safe, environment for all children. Be culturally sensitive and aware, with sound communication skills in dealing with children, parents and family.

Community engagement and promotion of the Occasional Care Centre across a broad cultural community will be essential.

The Coordinator will ensure the insert org name Child Safe Policy and the seven [7] Child Safe standards are observed and exampled at all times.

## Duties and Responsibilities

Develop and implement programs for young children.

Main Activities

* Actively promote the Childcare Centre as a Child Safe organisation
* Co-ordinate and direct the employees engaged in the implementation and evaluation of developmentally and culturally appropriate programs
* Co-ordinate the Childcare Centre’s service operations including Occupational Health and Safety, program planning, staff training
* Take responsibility for the day-to-day management and compliance with licensing and all statutory related issues
* Generally supervise all employees within the service to align their actions with the core values and vision of insert org name
* Keep parents informed of program expectations, program activities and their child’s progress
* Develop and maintain current, accurate and confidential client files
* Plan and implement activities to meet the physical, emotional, intellectual and social needs of the children in the program
* Ensure equipment and the facility are clean, well maintained and safe at all times
* Provide weekly and monthly schedules of activities
* Develop activities that introduce math and literacy concepts
* Contribute, with the Manager/Coordinator, to the development of the Childcare Centre’s services and policies
* Be familiar with emergency procedures
* Ensure children are supervised at all times
* Provide opportunities for sleep and rest time
* Establish routines and provide positive guidance
* Clearly and effectively communicate in a manner that children understand
* Perform other related duties as required
* Recruit and hire staff in collaboration with Manager/Coordinator
* Evaluate staff performance in collaboration with Manager/Coordinator.

**Key Selection Criteria**

* The employee will have completed a [AQF 5] Diploma in Children’s Services or equivalent.
* First Aid Level II
* Follow Basic Food Safety Practices (or equivalent)
* Working With Children Check (WWCC)
* National Police Check
* National Criminal Check
* leadership, team building and supervisory skills
* analytical and problem solving skills
* effective verbal, listening and communications skills
* time management and administrative skills
* possess cultural awareness and cultural sensitivity
* be flexible and respectful
* demonstrate sound work ethics
* be understanding, compassionate and fair

**Child Safety**

Children and young people engaging with insert org name are entitled to a safe and supportive environment. Insert org name staff, contractors and volunteers must adhere to insert org name Child Safe Policy at all times and uphold insert org name Statement of Commitment to child safety at all times.

The Statement of Commitment can be found on our website: [insert](http://www.lalorllc.vic.edu.au) org website also placed in several visible locations throughout the insert org site address site.

Signed………………………………… Date………./………./……………..