**Position Childcare Coordinator (Approved Nominee)**

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

**NHACE Agreement 2016**

**Position Classification: e.g. Level 3.4**

**Reports to: Primary Nominee – Insert staff name**

**Time Fraction: e.g. 0.6 - 30 hours per week (Tuesday to Thursday)**

**Classification: e.g. as per NHACE Collective Agreement 2016 (ESPSE Award),** General Staff Level 3

**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 *(e.g.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 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.

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

Assist and support in the develop and implementation of programs for young children

Main Activities

* Actively promote the Childcare Centre as a Child Safe organisation
* Assist in the co-ordination and direction of the employees engaged in the implementation and evaluation of developmentally and culturally appropriate programs
* Assist in the co-ordination of the Childcare Centre’s service operations including Occupational Health and Safety, program planning, staff training
* Encourage and assist 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
* Assist in the planning of; and implementation of 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
* Assist in providing weekly and monthly schedules of activities
* Assist in the development of activities that introduce math and literacy concepts
* 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 such as:
* changing diapers of infants and toddlers
* promote strong hygiene practices in children
* organise mealtime and snack time for children
* observe mandatory administrative duties such as: incident and injury reports etc.
* supervising indoors/outdoors

**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………./………./……………..