

POSITION DESCRIPTION



- POSITION:** Assistant Coordinator (unqualified/ qualified)
- DIVISIONS:** Catholic Early Learning and Care
- SALARY:** Level 5.1 – 6.3 *in accordance with Cairns Catholic Early Learning and Care Outside School Hours Care (OSHC) Enterprise Agreement 2018)*
- REPORTS TO:** Nominated Supervisor

Catholic Early Learning and Care (CELIC) as an agency of the Catholic Diocese of Cairns, is a leading provider of childcare in the Cairns region, provide quality care within our Early Learning, Kindergarten and Outside Hours School Care services.

Our aim is to create programs and services that nurture our child's imagination, wellbeing, and joy. Our staff are a part of the community we support.

YOUR OPPORTUNITY

As the Assistant Coordinator, you will be responsible for assisting the daily operations of Before/After School Care and Vacation Care services, whilst embracing the values and vision of our Diocese.

YOUR ROLE

In consultation with the Nominated Supervisor, the Assistant Coordinator may undertake a range of activities including but not limited to:

- Ensure the highest standards of care are provided, in compliance with industry and national regulations
- Support the OSHC Coordinator in the development and training of the OSHC educators and ensuring that direction and guidance is given when appropriate.
- Ensure all staff develop an enthusiastic attitude towards the care and education of children by ensuring all staff actively engages in the children's educational and recreational play where appropriate.
- Assist day to day operations of the service including administration, OWNA and programming
- Delivery a high quality, inclusive and educational program for children.
- Ensure all programme documentation is kept up to date at all times.
- Investigate new programmes/services/trends/opportunities and refer to Coordinator.
- Assist to monitor room budget and comply with budgetary allocations with prior approval from the Coordinator.
- Maintain a good working knowledge of CCMS Software and the Family Law Child Care Subsidy System (CCSS), and other relevant associated Government assistance rebates and apply this knowledge where applicable.

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- Build effective and healthy partnerships with team members, families and the community through effective, respectful relationships and open communication.
- Ensure the appearance of the service remains aesthetically pleasing, safe, tidy and clean and the staff conduct themselves in a professional manner at all times.
- Create and maintain an aesthetically pleasing, welcoming environment for every child and their family.
- Enthusiastically participate with children in activities and effectively and actively supervise children
- Keep sensitive and private information confidential in line with the Catholic Early Learning and Care (CELC) Confidentiality Agreement.
- Support the implementation of the National Quality Standards
- Maintain a clean and safe environment before, during and after the completion of the daily program

KEY RESULT AREAS

The Assistant Coordinator is required to demonstrate performance in the following key result areas as part of the annual review process.

1. Work plan objectives attached to the position are met.
2. Ensure the highest standards of care are provided, in compliance with industry and national regulations
3. Provide the highest level of service to all members of the school including children, parents and staff.
4. Operate service in accordance with the National Quality Standards, including the development and maintenance of the service quality improvement plan (QIP).
5. Develop a comprehensive understanding and follow the Catholic Early Learning and Care Child Protection procedures ensuring all staff are aware of their obligations.
6. Ensure that CELC policies and procedures are adhered to and that all programs comply with relevant State and Federal government statutory National Education and Care Services Law & Regulations.
7. Compliance with Work Health and Safety Policy and Procedures and instructions provided in respect to the Health and Safety of yourself and other persons.

HOW YOU WILL BE ASSESSED - SELECTION CRITERIA

You will be assessed on your ability to demonstrate the following key capabilities, knowledge and experience. Within the context of the responsibilities described above under 'Your role', the ideal applicant will be someone who can demonstrate the following:

1. Demonstrate a willingness to lead a team, work positively within a team as well as having the ability to work independently.
2. Demonstrate and practice effective conflict resolution skills
3. Demonstrate management practices such as planning, programming for children and policy development.
4. Ability to respond to needs and concerns of children to ensure quality of service meets agreed standards

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5. Good communication and interpersonal skills with demonstrated ability to build relationships with children and stakeholder
6. Ability to deal with child behavioural difficulties and conflicts
7. As a genuine occupational requirement, the position requires that the Employee's conduct and lifestyle align with principles of Catholic Social Teaching.

SKILLS AND OTHER REQUIRMENTS

- Diploma in Children's Services or equivalent (e.g. Certificate IV in Out of School Hours Care)- or working towards
- Experience in working within a childcare environment
- Experience in managing challenging behaviours in children and implementing support
- A current certificate in First Aid, CPR, Asthma Education and Management and anaphylaxis is required (as per ACECQA Guidelines)
- Current Positive Notice Blue Card or the ability to obtain

SAFEGUARDING STANDARDS

The Roman Catholic Trust Corporation for the Diocese of Cairns has standards of conduct for workers to maintain a safe and healthy environment for children. Our commitment to these standards requires that we conduct working with children checks and background referencing for all persons who will engage in direct and regular involvement with children and young people (0 - 18 years) and/or vulnerable adults. The organisation is fully committed to child safety and has a zero-tolerance to abuse of children or vulnerable adults.

EMPLOYEE ACCEPTANCE

Statements included in this description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive. All employees are required to carry out all duties in accordance with policies and procedures of Catholic Early Learning and Care, and relevant agreements and to act at all times with integrity and professionalism.

I note that Position Descriptions are under periodic review, and may be changed, after consultation, at any time. I have read this Position Description and agree to carry out the duties and responsibilities as outlined above.

I, _____ have read this Position Description and agree to carry out the duties and responsibilities as outlined above.

Signed

Date