



Position Description

Childcare Coordinator

Position details

Position title	Childcare Coordinator (Nominated Supervisor)
Reports to	Greenhills Neighbourhood House Coordinator and Committee
Hours	<p>Days – Mon, Tuesday and Wednesdays (minimum) (3 days) or Mon, Tuesday, Wednesday, Thursday and Friday. (5 days)</p> <p>21 hours minimum to 31 hours per week by negotiation. Time will include planning and some non-contact time with children. Most of your time will be directly supervising children.</p> <p>Session times are available on our website.</p>
Classification	<i>Neighbourhood House Employees (Children's Services Award), Level 5.1 - 5.4 (depending on qualifications)</i>
Conditions	Neighbourhood Houses and Adult Community Education Centres Collective Agreement 2016
Location	Greenhills Neighbourhood House, Community Drive, Greensborough
Review Date	Probationary period 3 months from employment date

About Greenhills NH

Greenhills Neighbourhood House (GNH) was incorporated in 1986 and has been supporting the local community for over 40 years.

Greenhills Neighbourhood House is a not-for-profit organisation. Neighbourhood Houses bring people together to volunteer, connect, learn and contribute to their local community through social, educational, recreational and support activities, using a unique community development approach. GNH is governed by a volunteer Committee of Management and has approximately 10 staff and 10 volunteers that support the community centre.

Our Occasional Childcare service is generally open 9am – 1pm each day. We have one afternoon session per week which finishes at 4.30. We cater for 14 children (maximum) and ages are generally 12 months to school age. We do have volunteers who support us in our childcare room. More information is available on our website www.gnh.org.au

Greenhills Neighbourhood House is:

Family-friendly, equal opportunity employers offering:

- Flexible working environment
- Job satisfaction through grass roots community involvement
- A diverse and inclusive work environment

We are committed to Occupational Health and Safety, Child Safe Standards, Equal Employment Opportunity, Cultural Diversity and Ethical Practices.

Role of the Childcare Coordinator

Purpose of role

The Childcare Coordinator will work collaboratively with the childhood educators, house coordinator and administrative staff and volunteers,

- To provide a high quality, developmentally appropriate educational program (based on an approved curriculum framework) for the children at Greenhills Occasional Childcare Centre.
- To ensure that the service complies with the requirements of the Department of Education and Training; Victorian Children's Services Regulations 2020, Policies & Procedures of Greenhills Neighbourhood House.
- Promote child wellbeing and prevent harm to children and young people by adopting and adhering to relevant Child Safe Standards Vic
- Provide exceptional care to the diverse children in our childcare service
- To lead our team of childcare educators
- To be nominated Supervisor of the Greenhills Occasional Care Service.

Key Responsibilities

- Deliver an age-appropriate educational program.
- Plan and prepare the daily routines and delivery of the program, including preparation of activities, general cleanliness and safety and the packing away of equipment and materials.
- Ensure educators and staff adhere to our Child safe policies including Child Safe Environment Policy, Child Protection Policy, Reportable Conduct Policy (Vic Services) and Child Safety and Wellbeing Policy (Vic Services) at all times and take all reasonable steps to protect children from abuse and harm
- Actively create an environment where all children, families and volunteers feel safe, welcome, and comfortable.
- Manage any concerns or incidents with children and families with care and sensitivity.
- Be sensitive to each child's individual differences.
- Promote the cultural safety, participation and empowerment of culturally and/or linguistically diverse backgrounds, including Aboriginal and Torres Strait islander children to express their culture and enjoy their cultural rights
- Provide support to educators and staff to promote the safety, participation and empowerment of children with a disability

- Encourage children to develop independence at play and provide enjoyable routine stimulating individuality.
- Administer medications as per individual children's medication plan/s and record all administrations accurately and timely.
- Plan, implement and evaluate high quality educational and recreational programs which are based on developmental needs, interests and experiences of the children in care.
- Ensure the health and welfare of children attending the childcare centre is always considered.
- Ensure effective and positive communication with colleagues, parents and volunteers.
- Write a 2 paragraph monthly report to our House committee about the childcare progress
- Adequately supervise children.
- Participate in professional development activities and/or propose relevant professional development and training programs.
- Participate and lead staff meetings as required
- Coordinate an accurate and up to date system of enrolments, immunisations and staff qualifications
- Supervise and coordinate the use of the Xplor program in the childcare room by all staff (training available)
- Manage the childcare emails and written communication to parents
- Play a role in making sure all policies and procedures are up to date and displayed correctly. Make sure all policies are abided to by the team.

Key Selection Criteria

Essential

The Childcare Coordinator must be able to demonstrate:

- Experience in the delivery of Early Years Learning Framework (EYLF) and/or the Victorian Early Years Learning and Development Framework (VEYLDF)
- A sound understanding and knowledge of early childhood development and education.
- Ability to assess, document, monitor and develop each child's progress, with family involvement.

- Ability to work with a team of professionals, and work with families and other stakeholders to achieve optimal results for each child.
- An understanding of the child safe standards (VIC) and its importance within the childcare industry.
- An understanding of active supervision of children with a focus on safety and wellbeing.
- Ability to communicate effectively and handle difficult and sensitive communications well.
- Ability to understand and be accountable for the management of risk within the service.
- Have appropriate technical skills to learn and use Xplor (system database for childcare) and assist with enrolments. (training available)
- Be interested in working in a community – the broader Neighbourhood House
- Be able to supervise staff and lead by example.

Qualifications, skills and experience:

- Diploma (or higher) in Children's Services
- Current Working with Children Check
- Accredited Child Protection Training
- Current National Police Check (can be done at center)
- A current approved First Aid qualification, approved anaphylaxis management training and approved emergency asthma management training.
- Has completed training in Child Safe Standards

Desirable

- Demonstrated understanding of community development principles and practice
- Knowledge of the CCS system and regulations

For more information about the role and how to apply please contact

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Applications for this position close 28th June, 2024. Immediate start available.