

## POSITION DESCRIPTION

1. POSITION DETAILS			
<b>Position Title</b>	Community Services Coordinator – Remote Crèche	<b>Designation &amp; Classification Level</b>	RGRC Level 5
<b>Position No</b>		<b>Division</b>	Community Services and Engagement
<b>Business Unit</b>	Community Services	<b>Reports To</b>	Childcare Educator Coordinator
<b>Location</b>	Various	<b>Date Created</b>	September 2020
2. POSITION CONTEXT			
<b>Position Summary/ Purpose</b>	<p>This position directly reports to the Childcare Educator Coordinator. It is responsible for the planning, development and implementation of early childhood activities that are appropriate for the development of children in the 0-5 year age group.</p> <p>The position will manage and lead a team of Crèche staff that focuses on delivering an efficient and effect service that results in the engagement of both 0-5 year old children and their parents.</p> <p>The position will assist in the management of the Crèche service within Legislative Child Care Guidelines and Regulations for the specified location.</p>		
3. KEY RESPONSIBILITIES			
<p>1. <b><u>Daily Duties</u></b></p> <ul style="list-style-type: none"> <li>• Ensure all children are supervised and safe from any harm</li> <li>• Collect children on the bus for arrival and departure of the creche program</li> <li>• Implement intentional activities and provide a play based learning program and environment</li> <li>• Support each children social, emotional, intellectual and physical needs</li> <li>• Provide each child with quality care and nutritious meals</li> <li>• Support each child’s wellbeing and hygienic needs</li> </ul> <p>2. <b><u>Contract Management</u></b></p> <ul style="list-style-type: none"> <li>• Ensure that all data is collected and maintained for the purpose of reporting against key performance indicators of the funding contract</li> <li>• Ensure contractual compliance within the Crèche facility</li> </ul> <p>3. <b><u>Stakeholder Relationships</u></b></p> <ul style="list-style-type: none"> <li>• Liaise with external agencies and individuals on behalf of Roper Gulf Regional Council in a professional and respectful manner.</li> <li>• Establish and maintain positive working relationships with government, local residents, community organisations and diverse groups of people within the public and private sectors and the wider community.</li> <li>• Effectively identifies and addresses any concerns with the Crèche service from the local residents</li> <li>• Deal with any highly sensitive issues with discretion and confidentiality</li> </ul> <p>4. <b><u>Financial Management</u></b></p> <ul style="list-style-type: none"> <li>• In conjunction with the Childcare Educator Coordinator, develop the annual budget for the Crèche program relevant to the location.</li> <li>• In conjunction with the Childcare Educator Coordinator, monitor and review the budget for the Crèche program on a monthly basis, relevant to the location</li> </ul> <p>5. <b><u>Assets Management</u></b></p> <ul style="list-style-type: none"> <li>• Ensure all assets utilised by the Crèche program, including the facility and any fleet are maintained to an acceptable standard.</li> <li>• Ensure any damage and/or repairs required is reported within a timely manner</li> </ul> <p>6. <b><u>Workforce Development</u></b></p> <ul style="list-style-type: none"> <li>• Ensure all staff leave, rosters and timesheets are managed appropriately and in line with service delivery requirements.</li> <li>• Ensure staff recruitment, retention and performance is managed appropriately and in a timely manner</li> <li>• Ensure staff training and mentoring is in line with any requirements specified by the Department, including through the Operational Framework in funding contracts</li> </ul>			

- Ensure targets are set for individuals which achieve contractual outcomes and obligations
- Work with the Childcare Educator Coordinator to identify individual staff career development plans for staff
- Ensure performance reviews are conducted for each staff member
- Ensure staff have the opportunity to participate in regular staff meetings

#### 7. Planning & Reporting

- In conjunction with the Childcare Educator Coordinator, review, implement and maintain a Crèche Activity Plan as required
- Ensure all data collected for mandatory reporting of the Crèche Program's funding agreements, including quarterly performance reports, financial reports and weekly reports are completed on time.
- Ensure all data collected for the Community Services Programs KPI reports is on time as required in the RGRC Regional Plan
- Contribute to the achievement of objectives outlined in Council's Strategic and Regional Plans and compile quarterly and annual reports

#### 8. Workplace Health & Safety

All Council staff have a duty of care and a legal obligation to ensure that they:

- Undertake work in a manner that is not harmful to their health and safety or the health and safety of others
- Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, staff, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Council's Quality and Risk Management System
- Comply with the Council's WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements
- Attend and actively participate in WHS and other mandatory training
- Monitor workplace conditions and report:
  - Ideas which may improve health and safety
  - Any work related or personal injury or illness (where it may affect their ability to work safely)
  - Any work-related incident they witness, including bullying and harassment
  - Hazards and incidents including any malfunction or inadequacies of equipment
  - Correct minor hazards as applicable.

### 4. SELECTION CRITERIA

#### ESSENTIAL

1. Certificate III in Early Childhood Education and Care, with extensive knowledge and skills gained through on-the-job training
2. Demonstrated experience in planning, development and implementation of Early Childhood activities
3. Demonstrate an ability to interact well with children and build positive relationships with families
4. Demonstrate an ability to assist families with enquiries, enrolment and claim process for child care subsidy
5. Demonstrate an ability to identify health and safety issues to the work environment
6. Implementation of Early Years Learning Framework within the Centre and the ability to make recommendation to staff on planning
7. Strong interpersonal skills and the ability to engage with and work collaboratively with a range of government and community stakeholders to build effective relationships
8. Demonstrated experience in monitoring a budget
9. Demonstrated ability to lead and motivate staff who reside and work in a remote and culturally diverse situation
10. Demonstrated ability to exercise initiative, work autonomously and to apply a practical approach to problem solving to ensure effective and efficient service delivery
11. Demonstrated sound experience in the preparation of data for project reports and milestone reporting for funding contracts.
12. Demonstrated ability to communicate effectively with Indigenous people with an awareness of issues affecting people in remote locations and an ability to provide effective leadership in a cross-cultural environment.
13. Able to meet the inherent requirements of the position both physically and mentally.


**DESIRABLE**

1. Previous experience in a remote environment
2. Previous experience in a similar role or related discipline

**MANDATORY REQUIREMENTS**

1. Working with Children Clearance (OCHRE Card) required at the commencement of employment or a current receipt of an application for an exemption to be approved by SAFE NT
2. Current Northern Territory Manual "C" Class Drivers Licence
3. Be an Australian Resident or provide the current, relevant Visa to work within Australia (Please note that RGRC do not currently undertake sponsorship)
4. Undertake a new Criminal History Check prior to commencement of employment and renew your Criminal History Check every three (3) years, or as per the Criminal History Check Policy

**5. ACKNOWLEDGEMENT**

<b>GENERAL MANAGER</b>	David Hurst	<b>Date Approved:</b> 22/12/21	<b>Signature:</b> 
<b>Employee Name</b>		<b>Date:</b>	<b>Signature:</b>