

Position Description

Title	Family Day Care Training and Recruitment Officer
Business Unit	Early Learning
Location	As per employment agreement
Employment type	Maximum Term position until June 30 2022
Reports to	Team Leader Family Day Care

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

1. Position purpose

The Family Day Care Training and Recruitment Officer, as part of the wider Family Day Care (FDC) Program, works to recruit, and retain Educators as well as provide them with the required training and support to ensure they have the skills and support required to undertake their role as Family Day Care Educators. This position also has a responsibility for maintaining recruitment and marketing strategies.

2. Scope

Budget:

nil

People:

nil

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3. Relationships

Internal

- Executive Officer of Early Learning
- Area Manager
- Practice Manager
- Program and Projects Delivery Manager
- Early Learning Program Managers
- Educational Leader and Educators
- Uniting Support Services as required
- Marketing team

External

- Consumers
 - Children
 - Families and caregivers
 - Australian Children's Education and Care Quality Authority (ACECQA)
 - Department of Education and Training, Department of Health and Human Services
 - Local Government Authorities and peak bodies
 - Other Community Service Organisations as required
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4. Key responsibility areas

Service delivery

- Provide timely, positive, professional and customer focused response to all initial enquiries received from prospective FDC Educators
- Complete the training and recruitment phase of the Educator selection process in line with regulations, Uniting policies and procedures and best practice guidance
- Complete thorough and complex initial assessments of prospective Educators to determine their capacity to provide a high-quality education and care service
- Undertake risk assessment of prospective Educators and discuss any risks with supervisor
- Support the ongoing retention of current Educators as agreed with the Team Leader and Early Learning Program Manager
- Undertake the abovementioned tasks with flexibility in hours and understanding that there is an expectation to undertake some of these tasks on evenings and some weekends where required

Marketing and Recruitment

- Maintain recruitment and marketing strategies, and lead in the delivery of an effective FDC recruitment strategy through coordinating and undertaking a range of marketing activities
- Inform and educate the community about our FDC program and work towards building up the current Educator pool and develop specific strategies for the ongoing recruitment of Educators
- Support a range of marketing activities: media coverage, local events, and other activities/opportunities, to maintain the profile of the agency within the community
- Coordinate events and promotional activities for potential Educators where appropriate and agreed
- Support the evaluation of recruitment advertising and marketing

Administration, Quality and Risk

- Complete, process and administer the initial phases of the recruitment process, giving all prospective Educators a positive experience of Uniting
- Provide support and guidance to prospective Educators with the completion of any required forms
- Ensure Educator compliance systems are working effectively and strictly adhere to Uniting standards

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- Participate in developing administrative systems pertaining to the position and maintaining existing systems ensuring all information is accurately recorded on the data base system
- Undertake a range of administrative functions associated with the position
- information is recorded on the Department of Health and Human Services Carer Register

Personal accountability

- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to the position

5. Person specification

Qualifications

- Early Childhood qualifications preferred. Minimum qualification of Diploma in Early Childhood Education, or relevant experience or qualifications
- Training and Assessment qualifications would be desirable but not essential

Experience

- At least two years' experience in working in Early Childhood Education and Care services preferred
- Current knowledge of the Early Childhood sector and current regulatory requirements for Early Years services
- Training and Assessment skills including the presentation/facilitation of training/information sessions, and conducting pre accreditation with a child protection focus
- Ability to compose clear, accurate and concise reports and letters
- Ability to communicate effectively with people at all levels including written and verbal skills
- Exceptional organisational and time management skills and capacity to work independently and cooperatively within a team structure

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values respect the uniqueness and value of every individual; establish and maintain right relationships that enable people to be influential in their own support arrangement and ensure they are treated with dignity and respect; build on strengths and abilities of all; demonstrate transparency and accountability

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- **Consumer Centeredness** – foster, promote and implement a culture that keeps consumers at the centre of everything we do; demonstrates an awareness of and prioritises the needs of consumers; focuses on optimal outcomes for consumers
- **Stakeholder Relationships** – Strong negotiation and influencing skills; ability to engage, build and maintain strong, mutually beneficial relationships with stakeholders; track record of being able to sustain positive, collaborative and effective relationships; capacity to position Uniting as a trusted advisor to peak bodies and key stakeholders in the sector including government and funding bodies; promotes harmony and consensus through diplomatic handling of disagreements; builds trust through consistent actions, values and communication
- **Communication** – Strong and clear communication skills with the ability to build positive professional relationships with key internal and external stakeholders; excellent interpersonal skills; high level written and verbal communication skills; ability to conduct presentations; ability to prepare high quality business cases and reports
- **Administrative skills:** Excellent organisational skills; High level of attention to detail and accuracy; experience in handling sensitive information and maintaining privacy; knowledge of Client Management Systems / Databases or the ability to quickly develop competency in use of such systems; high level computer literacy skills including demonstrated experience in Microsoft Office; well-developed literacy and numeracy skills

Other Requirements

- Legal eligibility to work in Australia
- Current Australian Driver's License
- A satisfactory national police records check is a condition of this position and is repeated every three years and International police check if required
- Current working with Children check (Victoria)
- Compliance and understanding/familiarity with organisational policies, procedures relevant legislation (Quality management system, Equal Opportunity, Health and Safety)

6. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

7. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:

Signature:

Date: