

Position Description

Title	Family Day Care Coordinator/Team Leader
Business Unit	Early Learning
Location	Southern Tasmania
Employment type	Permanent, Part-Time or Full-time
Reports to	Early Learning Service Development Lead

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 Coordinator/Team Leader will lead a team of FDC educators in education and care environments. This position is for a highly organised and experienced professional who is focused on excellence in the provision of high quality and flexible early learning.

The Family Day Care Coordinator/Team Leader will support, guide and assist educators, families and children who access Family Day Care and have knowledge and experience in implementing the National Quality Standards. The Coordinator/Team Leader will be required to work and travel across Southern Tasmania.

2. Scope

Position Description

Family Day Care Coordinator / Team Leader

Budget: Nil

People:

- Family Day Care Educators
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3. Relationships

Internal

- Early Learning Service Development
- Executive Officer Tasmania

External

- Family Day Care Educators
 - Commonwealth and State Funding Departments: Department of Education (Education and Care Unit), Department of Health and Human Services.
 - National Regulatory authority: Australian Children's Education and Care Quality Authority (ACECQA)
 - Local Government Authorities and peak bodies
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4. Key responsibility areas

Service delivery

- Undertake regular home and in-venue visits which support and resource Family Day Care educators in providing quality care and education against the National Quality Standards, relevant frameworks and agency policies.
- Assist in educator recruitment, selection, training and support, and conduct home safety checks and annual registrations.
- Assess the needs of families who wish to access Family Day Care and identify appropriate placement and support of children.
- Use principles of best practice to provide an innovative and responsive program.
- Respect the diverse needs of all community groups and individuals to ensure that their needs are met in an inclusive and sensitive manner.

Administration and finance

- Maintain a database using the Family Day Care software Harmony Web.
- Ensure all administrative and reporting requirements of the program are completed and submitted to the relevant organizations within the appropriate timeframe.
- Comply with organizational effectiveness strategies of Uniting, including development of quality plans, personal objectives and training plans.

Quality and risk

- Complete and accurately maintain development records, home visiting case notes, statistical information and all communication concerning educators and families involved in the service.
- Conform to and apply relevant requirements of the Law within the workplace.
- Report and participate in any investigation of any incident or occurrence that may constitute a breach of any legal requirement.
- Identify, monitor, resolve and review relevant OH&S and risk management issues.
- Uphold consumer rights, privacy, confidentiality and informed consent.
- Participate in agency quality accreditation processes and Assessment and Rating visits under the National Quality Standards

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Family Day Care Coordinator / Team Leader

People and teams

- Establish, lead, coach and inspire an engaged and productive team
- Lead the team in leading practices and effective process governance
- Provide support, guidance, coaching, leadership, and empowerment to the team including feedback through performance reviews and regular supervision.
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting's values.

Legal requirements & risk management

- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct, and mandatory reporting (child safety)
- Foster a culture where risks are identified and appropriately managed
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

Personal accountability

- 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 position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.

5. Person specification

Qualifications

- Diploma of Early Childhood
- Current First Aid HLTAID 001, 002, 003 & 004
- CPR and Anaphylaxis
- Satisfactory National Police Check
- Tasmanian Working with Vulnerable People check

Experience

- Demonstrated experience in working with children and families and an understanding of developmental needs of children
- Demonstrated ability to relate positively to a large range of people from diverse backgrounds

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- Demonstrated ability to develop creative solutions to issues that arise within the community or workplace using community development principles
- Demonstrated ability to use computers efficiently including Word and Outlook
- Demonstrated ability to work within the vision, mission, policies and principles of the organization

Core selection criteria

- **Values alignment:** Ability to demonstrate and authentically promote Uniting's values.
- Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
- Knowledge of application for Child Care Subsidy
- Knowledge of Harmony Web software
- Knowledge of National Quality Standards and Frameworks

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: