

POSITION DESCRIPTION



JOB TITLE: Kids 4 Life Coordinator

REPORTING TO: Regional Manager

DEPARTMENT: Service Delivery

LOCATION: Goonellabah

THE ROLE: The Kids 4 Life program works directly with children 0-5 years and their families to increase their safety and wellbeing. The purpose of this role is to coordinate and deliver Kids 4 Life program activities in line with contract specifications, funding body targets and outcomes and to collaborate with other services to meet the needs of children and their families experiencing vulnerabilities, such as domestic and family violence, mental health needs, drug and/or alcohol needs, and social / economic disadvantage.

YWCA VISION: A future where gender equality is a reality.

YWCA PURPOSE: Making young women's leadership and women's housing our priority for gender equity in Australia.

It is a requirement that the job holder fully complies with, promotes and lives

YWCA's Core Values:

FEMINISM

INCLUSION

EXCELLENCE

INNOVATION

INTEGRITY

KEY RESPONSIBILITIES

- Design, resource and deliver three weekly supported playgroups aimed at assisting families with children 0-5 years, including Aboriginal Torres Strait Islander and CALD families
- Effectively engage and support targeted families to build their capacity to meet the needs of the children in their care, through an inclusive and strengths-based approach
- Provide families with relevant information, assisted referrals and home visits, to support their connection to other support services
- Develop and coordinate Kids 4 Life Community Capacity Building initiatives in partnership with local service providers, YWCA Early Childhood programs and in line with funding body targets and outcomes

POSITION DESCRIPTION



- Recruit and supervise Kids 4 Life program support staff, including utilising the performance and development process and monthly 'one to one' conversations
- Manage the Kids 4 Life program budget and following YWCA financial procedures
- Manage all report writing and evaluation tasks relating to the program, including reporting to funding bodies and using the YWCA Results Based Accountability Framework (RBA)
- Ensure all program activities are delivered in line with YWCA operational requirements, policies and procedures
- Undertake other tasks as assigned by the manager

QUALIFICATIONS, EXPERIENCE AND ATTITUDE

- Qualifications in Early Childhood or significant experience working in Early Childhood settings and demonstrated knowledge of Early Childhood development
- Experience designing and implementing a community-based early childhood program
- Demonstrated experience in working with families experiencing vulnerabilities, Indigenous families or families from a diverse background
- Experience working collaboratively with key stakeholders and the ability to maintain strong relationships to meet program outcomes
- Experience supervising and supporting team members to perform their role
- Understanding of NSW Child Protection legislation and the NSW Mandatory Reporting procedures
- Sound computer skills including Excel, Word, Microsoft Outlook
- Have a current First Aid Certificate or willingness to obtain
- Have a current NSW driver's license
- The incumbent to this role must at all times comply with the organisation's Child Protection Policy.