



Position Details:		PDFC07	
Employee Name:		PositionTitle:	Director
Manager's Name:		Manager's Position Title:	Chief Executive Officer
Risk Category:	Category A	Award Classification or Job Grade:	Teachers award. / CCSA
Employment Type: (mark correct box)			
Permanent/Ongoing <input type="checkbox"/> Fixed Term/Contract <input type="checkbox"/> Casual <input type="checkbox"/> Volunteer <input type="checkbox"/>			
Checks Required: (mark correct box)			
Criminal History Check <input checked="" type="checkbox"/> Child Protection Check <input checked="" type="checkbox"/> Prohibited Employment Declaration <input type="checkbox"/>			

Mission/Vision Statement of the Employer

Mission Statement

St. Vincent's Hospital, established by the Catholic Diocese of Lismore in 1921, is a community working together in faith, hope and charity, providing quality health care marked by compassion and respect for the human person in the spirit of Jesus Christ.

Values Statement

We believe in and cherish COMPASSION as the core value within our services. We are committed to RESPECT and TEAMWORK. These values empower our actions in the spirit of St. Vincent's and enable healing.

Purpose of the Position

To work collaboratively with a team of professional Educators to provide a quality place for the care and education of infants and young children

Key Relationships / Interactions

Develop trusting and respectful relationships with children and their families	Wider hospital Community
Develop trusting respectful relationships with colleagues	Friends Management Committee

Education / Experience

Diploma of Early Childhood Education and Care or enrolled or completed a Bachelor of Early Childhood Education or equivalent degree.

Position / Knowledge / Qualification Requirements

Current child protection certificate and knowledge of keeping them safe legislation.	Demonstrated knowledge of the principles governing WH&S, Infection Control, Quality Improvement, Waste Management
Commitment to the Mission and Values of St. Vincent's Hospital.	Proven interpersonal and communication skills with ability to work within a multidisciplinary team.
Diploma of Early Childhood Education and Care Current or enrolled Bachelor of Early Childhood Education or equivalent degree.	First Aid Certificate; Including Anaphylaxis and Asthma and CPR.

Current knowledge of NQF, NQS, EYLF	Experience in Directing an EC service or Educational Leader Role.
Eligible for teacher registration under NESA if an ECT	Experience at being or supporting the educational leader of the service.
Ensure Registration/ Proficient status is maintained at all times including PD hours in the maintenance period if an ECT.	Previous experience in leadership and a commitment to leading & empowering others to do their best.

Major Accountabilities of Position

To provide the highest quality care and education for young children.	To lead a team of EC professionals effectively.
---	---

Responsibilities

GENERAL:

- Ensuring the smooth operation of the entire centre by;
 - answering the phone in a timely and friendly manner
 - purchase of equipment
 - responding to new client enquires
 - ensuring the common areas of the centre are maintained in a safe, clean and aesthetically pleasing manner
 - completing daily tasks
- To strive for a deeper understanding of quality care and education of young children through reading professional journals, conferences / in-services, active and reflective discussions with team members and wider community;
- Support the implementation of specialist recommendations from outside professional;
- To aim for above 95% occupancy at the centre;
- To attend campus meetings & or events; (eg: Op's review; management meetings).

TEAMWORK:

- To participate with staff in coordinating harmonious working relationships and maintain open channels of communication;
- Act in accordance with the St Vincent's Code of Conduct and confidentiality policy;
- Ensure adequate communication with all staff and other department managers;
- Assist in completing team objectives;
- Share information and learning experiences;
- Participate in team meetings and decision making processes;
- Participate actively in setting team goals and possess a willingness to take on additional responsibility to improve team performance;
- Bring to the attention of the HR department and your manager any conflict or issues within the team.

SELF:

- Bring to the attention of your manager or WH&S Manager any unsafe appliances, furniture or work practices that are noticed during the working day;
- Not engage in risky, hazardous, or unsafe work practices which may endanger the safety of oneself or others;
- Attend all mandatory training as required;
- Exhibit a commitment to quality service and participate in activities to enhance continuous quality improvement;
- Complete self-appraisal within timelines;
- Take annual leave within 6 months of it falling due.

EDUCATION:

- Diploma of Early Childhood Education and Care; Current or enrolled in Bachelor of Early Childhood Education or equivalent degree;
- Current First Aid Certificate including Anaphylaxis and Asthma and CPR;
- Maintain Proficient teacher accreditation status and up to date PD hours.

**QUALITY AND WORKPLACE HEALTH AND SAFETY:**

- Cooperate with the Hospital Campus to enable compliance with the relevant National Quality Standards;
- Comply with the Hospital Campus workplace health and safety policies, procedures and instructions to ensure the health and safety of yourself and others at the Hospital Campus;
- Cooperate with the Hospital Campus to enable compliance with the relevant WHS legislation and regulations;
- Take all measures to ensure that the department you working in are safe and without risk to health and that all persons in the workplace take reasonable care to ensure the workplace is safe and without risk to health;
- Report unsafe or unhealthy conditions or behaviour to the WHS Department or direct Manager.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE:

All employees must comply with the requirements of:

- The Code of Conduct;
- Confidentiality Policy
- Childcare policies, procedures and practices;
- Hospital Campus laws, rules and policies; and
- All relevant federal and state legislation, rules and regulations;
- Complete and comply with relevant child protection training and regulations.

RESPONSIBILITIES:

- Understands and complies with NQS;
- Understands and engages with the EYLF;
- Maintains a comprehensive knowledge of NQF and associated processes;
- Maintain policies and procedures that are reflective of the NQS;
- Understand professional responsibilities in relation to the ECA Code of Ethics;
- Support Educators in their understanding and compliance of the ECA Code;
- Attending, contributing, leading Team Meetings
- To keep the CEO and HR manager informed of any issues relating to self, colleagues, children and family members that may impact upon service delivery;
- Maintain a healthy positive relationship with all colleagues and clients always ensuring confidentiality is upheld;
- To share insightful news about individual children to family members;
- Positive behaviour guidance strategies are used with all children and support the team in implementing positive behaviour strategies;
- Act as an advocate for young children – reporting any suspected cases of abuse or neglect to the CEO or refer to the MRG online;
- Assist in providing an environment that is stimulating, challenging, and reflective of current best practice in early childhood;
- Assist in providing an environment that is safe, clean, aesthetically pleasing and reflective of our diverse community;
- Completes any professional development that is highlighted through the annual Performance Appraisal;
- Create a stimulating educational program in accordance with Friends philosophy and documentation structure;
- Guide the implementation of the Educational Program Centre wide;
- Complete all team members inductions; performance reviews and probationary reviews within the allocated timeframes.

Signature of Manager

Signature of Employee

Dated

Dated