

CatholicCare NT Role Description

Position Title	Childcare Centre Coordinator
Position Number	CC2224
Salary	Base Salary CSA Level 6 Superannuation Guarantee Contribution, 17.5% leave loading and salary packaging option
EFT	Full time 38 hours per week
Location	Tiwi Islands (Jirnani)
Commencement	ASAP
Completion	Ongoing (subject to funding)
Last Reviewed	February 2024

1. Program Description

The Tiwi Islands Childcare Centres provide high quality education based childcare services to the families of the Tiwi Islands community. The program facilitates activities designed to enhance early childhood learning based on the needs and interest of the children, including the cultural, physical, social, emotional, language and learning development needs.

2. Purpose of the Position

The Childcare Centre Coordinator is responsible for leading the delivery of childcare service operations in order for the program to meet its objectives.

3. Accountability

The Childcare Centre Coordinator reports directly to the Regional Manager Tiwi Islands.

4. Key Responsibilities and Performance Standards

4.1 Lead the service operations

- Support, lead and mentor the Childcare Centre staff to operate the centre effectively in line with the Early Years Learning Framework and the National Quality Standards.
- Actively support engagement of staff with the community and strengthen links with key stakeholders on the community with a view to increasing utilisation.
- Oversea operation of Qik Kids and other administrative requirements.
- Plan, implement, assess and review a high quality educational program based on the Early Years Learning Framework and with reference to the National Quality Standards;
- Develop strong relationships with children at the service.
- Provide educational leadership and administrative management
- Contribute to creating safe, supportive and informative environments for families.
- Model and support educators to utilise a variety of teaching strategies including intentional teaching and reflective practice in daily work.

- Implementing the policies and associated procedures of the organisation at all times
- To work in accordance with the requirements of Education and Care Services National Law and Regulations and the National Quality Standard for Early Education and Care;
- Working in accordance with the Code of Ethics of the Early Childhood Australia
- To work within the Code of Conduct.

4.2 Stakeholder Engagement

- Maintaining professional relationships with all clients, stakeholders and CatholicCare NT staff.
- Fostering a collaborative relationship with key stakeholders and services
- Create a safe, supportive and informative environment for families.

4.3 Participate in Supervision and Evaluation activities by:

- entering accurate data and case notes in line with program requirements
- providing reports and feedback as requested
- actively participating in evaluation activities
- attending supervision to reflect and review case management practices as per CatholicCare NT policy.

4.4 Safeguarding Children

Our organisation takes child protection seriously, and as an employee/volunteer of CatholicCare NT, you are required to meet the behaviour standards outlined in our Safeguarding Children and Young People Policy (ORG/SP/P030). You will have received a copy of this policy as part of your induction. You can also access a copy of this policy via the Intranet.

All staff are to provide a service in line with our safeguarding children policies and procedures and are required to report any concerns of abuse and neglect toward children and young people to the relevant authorities as per policy and procedure. Any criminal charges or convictions received during the course of employment/ volunteering that may indicate a possible risk to children and young people must be reported to the relevant Line Manager within forty eight (48) hours.

5. Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the Childcare Centre Coordinator and must demonstrate the following personal attributes:

- Compassion, empathy, sense of justice and tolerance
- Demonstrated organisational fit with ability to work within a culture and values framework
- Team player with ability to work with others in a spirit of trust, respect, reflection and accountability
- Adaptable with resilience to work in difficult situations and willingness to work beyond the role description when required
- Ability to represent CCNT in a culturally appropriate and professional manner at all time.

6. Work Conditions

The Childcare Centre Coordinator is located in located 80km north of Darwin. The incumbent is required to live on the Tiwi Islands.

7. Selection Criteria

- 1) Diploma in Early Childhood Education and Care
- 2) Experience in leading the operations of an approved childcare service
- 3) Experience in mentoring and developing an indigenous workforce.
- 4) Strong interpersonal and communication skills including the ability to collaborate with other services.
- 5) Demonstrated cultural competency, particularly in working with Indigenous people in a remote Aboriginal community

8. Special Conditions

- 1) Must be an Australian Citizen or have unlimited work rights within Australia.
- 2) This position is subject to a satisfactory criminal history check that must demonstrate that you have not had inappropriate dealings with children, or been charged or convicted of a domestic violence offence.
- 3) Valid NT Drivers Licence and Ochre Card.
- 4) This position requires you to apply for a Working with Children Clearance/Ochre Card prior to your employment commencement date and send us receipt of payment. This will be at your own cost.
- 5) If you have resided in an overseas country for 12 months or more in the past 10 years, this position requires you to complete an International Criminal History check (IHC) prior to your employment commencement date. The outcome of the initial screening check must be satisfactory.
- 6) This position is classified as a mandatory worker position for the purpose of COVID-19 vaccines and directions issued by the NT Chief Health Officer.
- 7) Six month probation period.
- 8) Non-smoking working environment.
- 9) The contact details of at least two referees are required.
- 10) Evidence of qualification attainment will be required.
- 11) Aboriginal people are strongly encouraged to apply.