



POSITION DESCRIPTION

POSITION TITLE	Home Based Child Care Coordinator
AWARD CLASSIFICATION	Victorian Local Government Award 2015, Band 6
DEPARTMENT	Community Services
APPROVED BY	Coordinator Children's Services
HOURS	09EFT (68.4 hours per fortnight)
Date	June 2019

UNIT OBJECTIVE

The unit provides education and care to the families in the Shire of Murrindindi and surrounding Shires, through the delivery of Family Day Care.

The Home based Child Care Coordinator is responsible for the coordination of Family Day Care. Responsibilities include the provision of quality child care that meets the needs of the families, the standards set by the National Quality framework and Department of Education licencing requirements. This includes the support of educators, the monitoring of care provision and the provision of a safe and healthy environment.

KEY RESPONSIBILITIES AND DUTIES

1. Ensure compliance with the National Quality Framework
In consultation with the coordinator Children's Services implement the NQF and recruit and licence educators in accordance with the regulations.
 - Plan and conduct regular home visits and complete reports for data entry
 - Provide advice and action plans to ensure compliance
 - Maintain and monitor all current certifications and checks

- Maintain and monitor insurances
 - Document and report any concerns to the Children's Services Coordinator
2. Pedagogical (Educational) Leader
 - Guide and monitor educators in writing plans in line with the Early Years Learning framework guidelines.
 - Provide information to educators about why and how we do what we do
 - Accountable (Educators) to Home Based Child care to complete individual learning plans for children as per legislation (Education and care Services Regulations)
 - Capacity building in the workforce to continuously improve processes and outcomes for educators and children.
 3. Coordinate communication and consultation with educators, clients (parents) and other stakeholders
 - Organise quarterly advisory group meetings
 - Provide input into newsletters and educator updates
 - Survey parents annually
 - Provide verbal and written information and advice to stakeholders as required.
 - Maintain an input into development of marketing and information materials
 - Provide monthly reports as required in a timely manner.
 4. Coordinate staffing of family Day care to ensure there are sufficient staff, who are trained and supported to meet requirements
 - Select and induct new educators, including sign off and documentation for all regulatory requirements
 - Undertake 3 month probationary assessments
 - Provide on-going feedback, information and support
 - Advise and assist educators with problem solving
 - Organise and/or deliver training as required, including regulatory training; and facilitate staff obtaining certificate III qualifications
 - Supervise educators and monitor care provision ensuring a safe and healthy environment
 - Provide opportunities for networking, education and celebration
 - Conduct annual educator performance reviews – ensuring educators are meeting requirements of their agreements
 - Conduct annual performance reviews for admin and field officer staff.
 5. Coordinate family registration and engagement
 - Liaise with new families, provide information and ensure full registration and documentation is accurate
 - Ensure data entry is accurate and maintained, and CCS reports mailed as required.
 - Follow up and resolve feedback or complaints and survey outcomes
 6. Coordinate effective use of resources
 - Monitor vacancies and recruit appropriately
 - Plan ahead to ensure optimal use of time when conducting support visits to educators.

- Maintain data and report on educator visits
 - Ensure timely payment of educators
7. Input into policy and develop procedures as required
8. Ensure compliance with regulations and quality processes
- Input into the Quality Improvement Plan
 - Participation in preparation for onsite Assessment visits
 - Organise home safety checks for all venues at least annually.

ORGANISATIONAL RELATIONSHIP

Reports to:	Coordinator Children's Services
Supervises:	Educators, Admin Officer, Field Officer
Internal Relationships:	Home Based Child Care staff , other council staff
External Relationships:	Educators/families and members of the public Training providers, community organisations, Other government departments, Other relevant networks

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Coordinate and implement HBCC service objectives as established in consultation with CCS, to deliver high quality home based children's services
- Ensure resources, including budget, staff and other assets, are used in an effective and efficient way which enables other members of the team to achieve their objectives
- Work with minimal supervision
- Contribute to policy development
- Provide specialist advice to others
- Investigate and analyse issues as directed
- Engage in professional conduct at all times
- Ensure that reasonable care is taken in relation to personal health and safety: and that of educators, families and staff
- Ensure compliance with HBCC related policies, regulations and legislation in relation to area of responsibility
- Meet service requirement to be 'nominated supervisor' for service

JUDGEMENT AND DECISION MAKING

- Solve diverse problems and make decisions based on the application of organisational and team strategies and systems
- Advise educators and assist with problem solving
- Determine most appropriate approach or method from a range of alternatives
- Use initiative Based on experience and or knowledge in determining suitable action
- Apply specialist knowledge and techniques to new situations
- Internal guidance is usually available

SPECIALIST SKILLS AND KNOWLEDGE

Management

- Able to plan and organise own work and where applicable, others work, to achieve specific and set objectives in the most efficient way, within resources available and set timeframe.
- May train others in process and procedures.

Interpersonal

- Strong verbal and written communication skills.
- Able to complete specialist reports and external correspondence
- Able to maintain confidentiality and protect privacy
- Strong team skills
- Friendly and approachable manner to coach and give feedback
- Able to liaise with other employees to resolve intra-organisational issues
- May negotiate and gain cooperation from public and resolve issues in HBCC delivery
- Able to motivate, develop others and train in specialist process and procedures.

Specialist

- Post-secondary qualifications – Diploma in Children’s Services or equivalent approved qualification.
- Knowledge of child development and activities which promote development
- At least 3 years experience as an early childhood educator/coordinator and demonstrated understanding of FDC
- Understanding of the use of technology and processes related to this position
- Good knowledge of and well developed skills in the use and application of National Quality standards
- Strong administrative skills including data entry, filing and use of office equipment.
- Familiarity with standard computer applications

Physical

- Able to drive car for up to 2 hours
- Able to demonstrate appropriate techniques to assist lifting and carrying young children, which comply with OHS guidelines.

QUALIFICATIONS & EXPERIENCE

- Early Childhood or other relevant qualification (minimum Diploma level) as approved by Australian Children’s Education and Care Quality Authority
- Relevant experience in Children’s Services
- First Aid Certificate Level 2
- Current CPR
- Current Anaphylaxis Management Certificate.
- Current Emergency Asthma Management training
- Current Victorian Drivers’ Licence and access to a comprehensively insured private vehicle (reimbursement for business-use travel will be in accordance with the Victorian Local Authorities Award)

- Current Police Check and Working with Children Check.
- Current PRODA number
- Food Handling Certificate (desired)

KEY SELECTION CRITERIA

- Demonstrated knowledge to meet the position requirements.
- Relevant qualifications or experience in Early Childhood/ Children's Services.
- Proven experience in a relevant working environment.
- Sound verbal and written communication skills.
- Knowledge of child development and behaviour.
- Demonstrated understanding of and commitment to building a healthy and safe workplace and a positive team culture
- An open communication style that encourages collaboration, teamwork and the participation of others.
- Problem solving and sound judgement with the ability to successfully resolve issues and improve performance.
- Demonstrated commitment to OH&S, access and diversity (EEO).
- Demonstrated ability to work within a team
- Victorian Drivers Licence
- Working With Children's Check