

Position Description

Position:	Child Care Director – Kyabra Child Care
Reports to:	Team Leader – Group Work & Training
Award:	Children’s Services Award 2010
Position Classification:	Level 6

Kyabra Community Association Inc. provides strengths based integrated responses to people in our community. Service work involves partnership with individuals and families to identify goals develop strategies and evaluate outcomes.

This may involve a range of activities/functions including: Child Care, Assessment, Advocacy, Interpersonal Support Work, and other such responses that facilitate the achievement of specified goals.

Kyabra’s Child Care Service provides child care to children from two to five years of age. The program is play-based, flexible and allows children to choose from a range of activities appropriate to their particular stage of development. A session is four hours.

The position is centre based and staff will use a strengths-based approach in their dealings with the children, families, volunteers and school-based trainees who access the centre.

The Director must have relevant qualifications in child care. See Selection Criteria.

Aboriginal and Torres Strait Islander people, people with a disability and people from culturally and linguistically diverse backgrounds are encouraged to apply.

Organisational Expectations

- To work within the Vision and Values of Kyabra’s Essence Statement.
- To comply with Kyabra’s code of conduct and with all organisational policies and procedures.
- To actively evaluate and critique practice at an individual, service and organisational level.
- To strive for ongoing improvement in all areas of activity.
- To participate in performance appraisals and the development of individual learning plans on request.
- To participate in professional development training opportunities.
- To develop and implement strengths-based, individualised approaches to working with children and their families.
- To ensure that processes facilitate the maximum involvement of families in decisions that affects their lives.
- To maintain documentation relating to children in an appropriate records management system with due respect to confidentiality.

Role Responsibilities

- To ensure compliance with all relevant legislation and licensing requirements.
- To plan and implement programs for the physical, social, emotional and cognitive needs of children who are attending the Centre.
- To comply with all administrative practice and procedures.
- To provide advice and input in relation to policy matters, resource allocation and budget development.
- To establish and maintain effective communication systems with staff and parents.
- To coordinate and support staff, volunteers and trainees.

Key Selection Criteria

Essential

- A bachelor degree, or another qualification that is at least a three year qualification in early childhood studies.
- A thorough understanding of the principles associated with the developmental needs and programming for children between the ages of zero and six years.
- Knowledge of Government legislation, regulations and industrial awards relevant to child care services.
- Knowledge of current issues in Children's Services.
- First Aid and CPR qualifications.
- GP Health Certificate.
- Blue Card and LCS2 check.
- Understanding of and commitment to the principles of social justice.
- Demonstrated capacity to work in ways that focus on people's strengths.
- A demonstrated ability to lead and work as a member of a team.
- Well-developed interpersonal and organisational skills.

Positions under direction supervision

- Child Care Assistant.
- Volunteers/trainees.

Relates to

- Staff and volunteers
- Executive Board members
- Families and individuals
- Other service providers/community organisations

Other Information

Salary and Conditions

Remuneration will be in accordance with the Children's Services Award. Kyabra is supportive of work and family balance and adopts family friendly practices to achieve this.

Criminal History Check

The successful applicant will be required to apply for a Personal/Criminal History Check. Upon employment, the organisation will reimburse this expense. We are legally obliged to warn you that it is an offence for a disqualified person to sign a blue card application form.

Hours of Work

This position is part time, 30 hours per week.

Equal Opportunity Employer

Kyabra is an inclusive workplace and an equal opportunity employer. Aboriginal and Torres Strait Island people, people with a disability and people from culturally and linguistically diverse backgrounds are encouraged to apply.