



### ***POSITION DESCRIPTION AND SELECTION CRITERIA***

**POSITION TITLE:** CHILDREN'S SERVICES COORDINATOR  
**REPORTING TO:** CHILDREN SERVICES AREA MANAGER  
**LEVEL:** 5  
**LOCATION:** Yuendumu

#### **OBJECTIVES OF THE POSITION:**

Operating under the direction of the Children Services Area Manager and in accordance with Council's corporate plans and policies and relevant legislation, this position is responsible for the daily operations of the Early Childhood Program.

#### **DUTIES AND RESPONSIBILITIES:**

- Manage, mentor, train, support and motivate Early childhood staff on-the-ground with in the community
- Create, document and implement a quality Early Childhood Program with the assistance of the Early Childhood team
- Ensure quality early childhood practice are supported within the service and staff are aware of their roles and responsibilities
- Liaise with the community to ensure that there is appropriate cultural content
- Develop positive working relationships with internal and external stakeholders, including the school and registered training organisations
- Assist with recruitment, induction and staff performance reviews
- Implement a practical mentoring/coaching plan for the Assistant Coordinator/ Team Leaders to develop their capacity in the workplace
- Ensure that all staff are engaged in study either the Certificate III or Diploma in Children's Services
- Proactively promote the Children's Services and encourage community engagement with the program
- Ensure that all reporting requirements are met
- Ensure that all staff and child records are kept up-to-date and confidential
- Maintain and submit Children's Services employee timesheets to the Central Desert Shire Council office on a fortnightly basis
- Manage the program budget
- Carry out fortnightly toolbox talks and promote health and safety among the staff
- Work cohesively with the Early Childhood Area Coordinator to support the children, staff and their families

- Assist and support bush trips, Community Services events (occasionally on the weekend) in conjunction with other community services teams
- Ensure CDRC Food Safety plan is implemented and adhered to
- Ensure the most economic use of consumables and ensure timely stock ordering via Council administration
- Liaise with other operational elements of the community to ensure the delivery of services is in the most cost effective and culturally appropriate manner
- Assume responsibility for the care and maintenance of Council owned equipment
- Ensure Workplace, Health and Safety and Food Safety regulations are adhered to and appropriate documentation is submitted in a timely manner
- Carry out other duties as directed

## **SELECTION CRITERIA**

### **Essential:**

- An awareness of issues affecting Aboriginal people in remote locations and ability to provide effective leadership in a cross-cultural environment
- Tertiary qualifications and/or experience in Child Care Services or similar
- Experience in mentoring, supporting and motivating staff members or in a related field, working with multicultural or Indigenous environments
- Experience in building strong, supportive relationships with internal and external stakeholders
- Sound decision making skills including an analytical approach to problem solving
- Demonstrated interpersonal, written and oral communication skills to communicate effectively with stakeholders involved with Children Services
- Previous experience in grant management reporting, establishing and maintaining successful relationships with grant agencies
- Demonstrated understanding of financial management
- Demonstrated understanding of Work, Health and Safety Regulations and food safety requirements
- Current Driver's Licence and willingness to work in remote communities.
- Possession of a current first aid (including Anaphylaxis and Asthma)
- Possession of a Working with Children Card and a current police check

### **Desirable:**

- Experience in working in a remote Indigenous community or town is highly preferable
- Certificate IV in Training and Assessment or the ability to attain this certificate to support staff training
- Possession of a Food Handler and Food safety supervisor certificate or the ability to attain this qualification

The Childrens Services Coordinator will be expected to:

- Work with Aboriginal people that speak Anmatjere, Arrernte, Alyawarra and/or Warlpiri as a first language.
- Have a reasonable level of fitness.
- Hold a current first aid certificate or have the ability to obtain this qualification.
- Provide a police clearance certificate and evidence of eligibility to work in Australia.

People of Aboriginal and Torres Strait Islander descent are strongly encouraged to apply. This position is identified. An identified position is one in which part or all of the duties involve interaction with Aboriginal and/or Torres Strait Islander people, including service delivery.

Applications will not normally be acknowledged on receipt. Only short listed applicants will be contacted regarding the next phase in the selection process. To those applicants who are not short listed, we extend our thanks for considering Central Desert Regional Council as a potential employer.

**VISION – TWO WAYS, ONE OUTCOME**  
*(Indigenous and non-indigenous people working together for the best outcomes)*

**INFORMATION FOR APPLICANTS FOR THE POSITION OF  
CHILDREN'S SERVICES COORDINATOR**

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Central Desert Regional Council is a council that covers the following communities: Anmatjere, Atitjere, Engawala, Lajamanu, Laramba, Nyirripi, Yuelamu, Yuendumu, Willowra; as well as a large area of currently unincorporated land.

The Regional Council which has been operational as from 1 July 2008 has an area of approximately 282,093 square kilometres and a population of 4,591.

**SALARY**

The salary is Level 5 (Salary \$67,077.45 per annum plus 9.5% superannuation plus 17.5% pro rata Annual Leave Loading). The current Enterprise Agreement expires on 30<sup>th</sup> June 2019. Salary and working conditions after June 30, 2019 will be subject to the Enterprise Agreement in place.

**SUPERANNUATION**

Employer contributes 9.5 % superannuation – employee shall have complete freedom of choice over the complying fund that their contributions are paid to, with the default being the State Wide Superannuation Scheme.

**ANNUAL LEAVE**

Six weeks per annum annual leave is provided to a permanent, full time employee. A loading of 17.5% of salary shall be paid to the employee when taking leave. Annual leave is managed as per Council policies.

**LONG SERVICE LEAVE**

Long Service Leave is provided as per the *Long Service Leave Act (NT)* and section 109 of the *Local Government Act*; and is managed according to Council policy.

**PERSONAL/CARERS' LEAVE**

A permanent full time employee accumulates Personal/Carers' Leave at the rate of 1.754 hours per week.

An employee may take paid Personal/Carers' Leave if the leave is taken:

- Because the employee is not fit for work because of a personal illness, or personal injury affecting the employee; or

- To provide care or support to a member of the employee's immediate family, or a member of the employee's household, who requires care or support because of:
- A personal illness, or personal injury, affecting the member, or
- An unexpected emergency affecting the member.
- For dealing with the consequences of domestic violence to the employee, immediate family or a member of the employee's household.
- For paternity leave purposes to a maximum of three weeks

The term immediate family includes:

- spouse, de facto partner, child (including foster child), parent, grandparent, grandchild or sibling of the employee

An employee, or if unable, a representative, must notify their supervisor of their non-attendance within 30 minutes of their commencement time, or as early as reasonably practicable thereafter, in order to use that day as personal/carers' leave.

### **STUDY LEAVE**

Employees may apply for study leave to undertake courses of study that are additional to the training and development opportunities directed by Council. Approval is at the discretion of the Chief Executive Officer.

### **LEAVE WITHOUT PAY**

The Chief Executive Officer may grant leave without pay for reasons not covered by other types of leave only after all other types of leave have been exhausted.

### **HOURS OF WORK**

The ordinary hours of work will be 76 hours per fortnight.

A standard day is 7.6 hours, Monday to Friday unless otherwise authorised by Council

### **CEREMONIAL LEAVE**

An employee who has been employed by Council for a minimum of six months and who is required to perform cultural or ceremonial duties may, on the production of evidence satisfactory to the CEO, be granted up to ten (10) days leave per year for such duties.

Where this involves time away from work employees must first utilise TOIL and annual leave before utilising cultural/religious leave.

Cultural leave does not accumulate from year to year.

**PROBATION**

This role will be subject to an initial probationary period of six months.

**RELOCATION EXPENSES**

The Regional Council's relocation policy which is on the website will apply. The payment of relocation expenses is made on the condition that if for any reason the manager resigns within one year of the appointment date, then they will refund the full amount.