

Thank you for your interest in the position of Kids for LIFE Coordinator with the YWCA NSW Northern Rivers.

Included in this job package are copies of the following documentation:

- Position Description
- Selection Criteria
- 'Working with Children' check form
- Kids for LIFE Program Outline

Your application must include-

- Selection Criteria – each criteria to be addressed with reference to your previous experience, qualifications, abilities etc
- CV outlining your qualifications and work experience
- Contact details of two referees
- Completed Working with Children form

Please submit your application to –

Lynda Hope

Email- lyndah@ywcansw.com.au or

Post- PO Box 4152 Goonellabah, 2480

Fax- (02) 6624 5057

before the **closing date of 4.30pm Thursday 10th November 2011.**

Please contact the YWCA NSW Northern Rivers office on 6625 5802 should you require further information.

Kind regards,

Lynda Hope

Communities for Children, Project Worker

YWCA NSW Northern Rivers

Position Description

<p>POSITION TITLE: Kids 4 LIFE Coordinator</p>		
<p>REPORTS TO: CfC Project Worker Senior Manager</p>	<p>POSITIONS REPORTING TO SAME MANAGER: CfC Pathways Support Worker ISS Co-ordinator GTP- teacher /coordinator</p>	<p>POSITIONS REPORTING TO THIS ONE: Kids 4 LIFE Assistants Kids Cafe Co-ordinator –South Lismore Primary</p>
<p>CORE CAPABILITIES FOR ALL STAFF:</p> <ul style="list-style-type: none"> • Commitment to YWCA NSW's Vision and Values • Leadership, Teamwork & Communication • Goals & Achievement Focus • Relationship and Outcomes Driven • Working Smarter and Adaptability 		
<p>CORE VALUES:</p> <ul style="list-style-type: none"> • Equality and justice for all people • Respect for people's capabilities • Empathy and Compassion • Honesty and Openness • Accountability 		
<p>PRIMARY PURPOSE OF POSITION: The primary purpose of this role is to coordinate and facilitate the Supported Playgroup program and the Kids Cafe, within the contract framework and budgets. This will involve:</p> <ul style="list-style-type: none"> • Coordinating the Kids for LIFE Supported Playgroup programs for children 0 to 8 yrs and their parents/ carers, provided through the YWCA NSW and funded by Families NSW. • Coordinating the Community Capacity Building activities funded by Families NSW. • Assisting the healthy development of children 0-8 yrs and their families in the Goonellabah community • Providing opportunity for participants of the Supported Playgroups to access local services and activities • Overseeing the Kids Café program in 1 local school • Attend monthly Families First Implementation Group (FFIG) meetings (where possible) <p>As part of the YWCA team, this role works together with senior managers and other Y staff to:</p> <ul style="list-style-type: none"> • Generate and facilitate awareness of the Y's profile, programs, strategies, and capabilities. • Contribute to the development of the Y's strategies, programs and support processes. • Develop and promote opportunities to work closely with volunteers and the Board to facilitate the generation of profile and revenue. <p>As for all roles within the YWCA NSW, This position is also responsible to ensure compliance with all personal, professional and organisation obligations as detailed in the Corporate Manual.</p>		

<p>SCOPE OF POSITION: Salary commensurate to qualifications and experience relevant to this position. Social Community Home Care & Disability Services Industry Award Level 4. Pay Point determined according to experience 9% superannuation. Salary packaging available.</p>	
<p>POSITION DIMENSIONS: Numbers of staff 2 Operating budget \$94,000 PA</p>	<p>KEY RELATIONSHIPS/STAKEHOLDERS: INTERNAL: YWCA NSW Senior Manager Goonellabah Transition Program workers Communities for Children workers Kids 4 LIFE workers In School Mentoring Workers All YWCA NSW Northern Rivers team EXTERNAL: South Lismore Primary School Principal and teaching staff FFIG- Reporting and Meetings Families NSW- Reporting Child & Family Health-Goonellabah- collaborative practice Community Health- Lismore- collaborative practice Family Support- collaborative practice</p>
<p>KEY RESULT AREAS:</p> <p>Supported Playgroups</p> <ul style="list-style-type: none"> • Develop, plan and facilitate the Supported Playgroups as part of the YWCA NSW and Families NSW which includes: <ul style="list-style-type: none"> - Providing information, support and modelling to enhance parents/ carers knowledge and skills around child development; age appropriate play based learning; health; safety and hygiene; communication skills; parent child relationships; early literacy and numeracy; positive parenting; behaviour management techniques; transition to school. - Providing opportunities for parents to connect, develop support networks and exchange ideas about raising children. - Increasing the knowledge and links between families and health services; local services and agencies; community facilities, resources and activities; and the broader community. - Providing flexible and creative programming to meet the unique needs of each of the Supported Playgroups which may include circle time, art & craft activities, music, stories, parent activities, healthy meal/snack time. • Develop and implement community development initiatives in consultation with families, the community and local service providers. • Organise the operational aspects of delivering community development activities e.g. booking venues, provide client transport as needed, organising activities, equipment etc within budget. • Identify community education needs and education opportunities. • Assist young people and families in crisis situations and refer appropriately. <p>The Kids Cafe</p> <ul style="list-style-type: none"> • Supervise Kid's café workers and organise the operational aspects of delivering the 	

Kid's café breakfast program.

- Work within a school environment, liaise with teaching staff, families and students.
- Actively seek opportunities to develop and expand the program both within the school system and the community.

General

- Evaluate the programs regularly and prepare reports as requested by the Senior Manager Northern Rivers YWCA NSW and Families NSW.
- Participate in regular staff and supervision meetings and professional development opportunities.
- Attend meetings and report to relevant committees, inter-agencies and the FFIG.
- Liaise and network with agencies, service providers and government departments.
- Promote awareness of the YWCA NSW and Families NSW programs to targeted client groups, other agencies and the wider community.
- Encourage volunteer involvement in the programs.
- Work in a team and be self motivated to work alone.
- Ability to liaise and work together the YWCA NSW team and other professionals in the service sector
- Develop surveys, flyers, facts sheets, data collection procedures and formats, record keeping methods and databases required to fulfil reporting requirements for YWCA NSW and Families NSW.
- Supervise staff supporting these programs ie Kids 4 LIFE Assistant and the Kids Cafe Co-ordinator
- Prepare a budget for programs delivered and operate within this budget.
- Work within the related statutory requirements and Policies and Procedures of the YWCS NSW, complying with occupational health and safety requirements
- Operate in line with the NSW Government's Keep them Safe plan to ensure children and families are supported and protected. This includes Mandatory Notifications and appropriate record keeping in accordance with the *Children and Young Persons (Care and Protection) Act 1998*.

Performance Review

- It is a policy of YWCA NSW for all staff to undergo a qualifying period of three months. Continuation of employment is dependent upon successful completion of the qualifying period. Performance appraisals are conducted annually after the first three months
- Following probation, performance will be reviewed annually
- Other duties as directed

POSITION CAPABILITIES /KNOWLEDGE/SKILLS/EXPERIENCE:

- Sound computer skills including Excel, Word, Microsoft Outlook, Publisher
- Ability to exercise judgement, contribute critical knowledge and skills and contribute to interpretation and administration of areas of work for which there are no clearly established procedures
- Ability to prepare cheque requisition, petty cash reconciliations and provide the relevant receipts.
- Understanding of child protection legislation and mandatory reporting
- Have a current First Aid Certificate
- Have a current NSW driver's licence, provide own reliable vehicle with comprehensive insurance cover.

PERSON SPECIFICATIONS:

- Commitment to supporting young children 0-8 years and their parents/ carers
- Ability to build rapport and trust with families and children from a range of cultural

backgrounds and work inclusively and in a culturally appropriate way

- Clear communication and strong active listening skills
- Ability to manage time, set priorities, plan and organise your own workload and that of those you are supervising where required. This may include setting outcomes and developing work methods where general work procedures are not defined
- Results oriented and 'can do' attitude
- Ability to work under pressure
- Demonstrate behaviour of a strong team player

Employee Name _____

Employee Signature _____

Date _____

Manager Name _____

Manager Signature _____

Date _____

Selection Criteria

All applicants are required to address each of the selection criteria points, demonstrating how you meet this criterion.

1. Relevant Tertiary qualifications or experience in any of the following: Children's services, Social Work, Welfare and Education or a minimum of 2 years relevant work experience
2. Demonstrated experience in facilitating groups (involving adults and children) with a focus on developing and modelling positive parenting skills and the coordination of community programs for children and families
3. Demonstrated experience working with Aboriginal families and other culturally diverse groups.
4. Demonstrated experience working with children and families at risk, with knowledge of child protection and domestic violence legislation and issues
5. Demonstrated experience liaising and networking with other service providers and government departments to support families and to organise collaborative community events.
6. Demonstrate high level of communication skills, verbal, written and computer
7. Demonstrated understanding of the importance of confidentiality
8. Current Class C drivers licence. Provision of own reliable vehicle with comprehensive insurance cover.

Program Outline

Community Capacity Building

Currently the YWCA NSW has three initiatives funded under Families NSW Community Capacity Building – Family Fitness Program, Goori Baby Morning, Books for Bubs and National Aboriginal and Islander Children's Day.

Family Fitness Program

- Mums/Dads/Bubs fitness program which includes both land and water activities involving weigh-ins, nutrition guidance, tailored programs to individual fitness levels/needs. The groups are a combined activity that parents and children participate in together and alongside one another.
- Occurs twice yearly at Goonellabah Sports and Aquatic Centre and is facilitated by qualified staff.
- The program is advertised to the general public in addition to specific promotion to Aboriginal families and vulnerable families.
- 15 families to attend each group
- The program runs over a 10 week period
- There is no cost to families
- This activity meets a current gap in services available, as it is a free health and fitness program that parents and children under 5 can participate in together.

National Aboriginal and Islander Children's Day

- Community cultural event held annually to celebrate National Aboriginal and Islander Children's Day (August)
- 50+ families expected to attend the event.
- Advertised throughout the Goonellabah community, through existing service networks such as Bundjalung Elders Council, Goonellabah Public School, Goonellabah Preschool, Jarjum Preschool, Nestle In Childcare, Bumblebee Childcare, Goonellabah ABC Childcare, Caring Child Care, North Coast Community Housing newsletter and by a letterbox drop to key government/ community housing estates.
- The event involves significant service collaboration through a combined services working group to organise the event and service participation on the day through activities and information stands
- Activities available on the day are culturally relevant and involve Aboriginal dancing, music and storytelling. In addition to a jumping castle, free BBQ, face painting and service information.

Books 4 Bubs

- Books 4 Bubs is an annual event run in collaboration with Richmond Tweed Regional (RTR) Library in Goonellabah, which helps promote reading to babies and young children of young and vulnerable families.
- This family event is themed around the importance of early literacy. Activities on the day involve storytelling, book ('treasure') hunt and other early literacy related

games/activities. Families attending will also receive age appropriate book packs, information about how to read to children and the opportunity to join the RTR Library.

- The event is advertised to the general public but specific effort will be made to engage young parents, Aboriginal parents and families from disadvantaged communities.

Supported Playgroups

Currently the YWCA NSW runs three supported playgroups; Polkadots (general group), Beanies (Aboriginal specific) and Many Voices (Families from a range culturally and linguistically different backgrounds).

The three YWCA NSW playgroups provide regular access within playgroup time to key services such as; early childhood nurses, dental, speech pathology, occupational therapy, nutrition, first aid and early literacy (library). Other supported playgroup activities include: weekly circle-time (early literacy games and songs); age appropriate art & craft activities; family support, parenting information & referral.

Transport and morning tea is also available for all three groups and regular celebrations include; playgroup in the park including friends and older siblings during holiday times, Lismore Lantern Parade, family fun days, NAIDOC week and special excursions.

Kid's Cafe

Kids Cafe is a breakfast program delivered at South Lismore Public School. It operates five mornings a week from 8:15 to 9:15am where children who may not have had breakfast for financial or early bus pick-up reasons can access this breakfast. The philosophy behind this program is if children have a nutritional breakfast they will be more attentive at school.

Program Staffing

The Kids for LIFE program employs a part-time Coordinator for 3 days per week who runs the Playgroups and organises all Community Capacity Building activities. A casual support worker is employed for 9 hours each week during school term to work within the Playgroups. A coordinator is also employed to deliver the Kids Cafe breakfast program.