



03/02/2010

Open Arms Care Inc

ABN 44 452 203 318

1 Elliot Close

Bellingen NSW 2454

Tel: 02 6655 2323

Fax: 02 6655 2325

Email: info@openarms.org.au

Web: www.openarms.org.au

Dear Applicant,

APPLICATION FOR WOOLGOOLGA OOSH COORDINATOR

Thank you for your interest in this position.

Included in this Information Pack are the following:

- a) A brief overview of Open Arms Care,
- b) A detailed Job Description
- c) A Complete Version of the advertisement

In your application please ensure that the following are included

- a) A letter of application addressing **ALL** the essential and desirable criteria,
- b) A Current resume, including a summary of your qualifications/education/training and work history.
- c) A minimum of 2 referees, including at least one professional referee and at least one personal referee. These may be written references (which will include the referee's contact details) or just the contact details.

The closing date for applications is **5:00pm Friday 19th February 2010.**

We look forward to receiving your application.

Yours truly,

Nick Hopper
Children's Services Manager

Mid-North Coast OOSH Services Woolgoogla OOSH Coordinator

Temporary 10 month Part Time Position – 22.5 hours per week

Suitably qualified persons are invited to apply for the position of **Woolgoogla OOSH Coordinator**. Woolgoolga OOSH provides After School Care and Vacation Care for primary school aged children.

The successful applicant will be responsible for planning, coordinating and implementing the After School Care and Vacation care programs for Woolgoolga OOSH Centre.

ESSENTIAL REQUIREMENTS

- Diploma in Children's Services (Community Services) from TAFE or equivalent qualifications recognized under the Children and Young persons (Care and Protection) Act 1998
- Sound knowledge and proven understanding of all legislation relevant to centre based child care
- Excellent communication written and verbal communication skills.
- The ability to supervise staff, program activities, and manage day to day operations of a centre based child care service.

DESIRABLE REQUIREMENTS

- Experience in community networking and service promotion.
- Experience as a coordinator of a centre based child care service.
- First Aid certificate.

An Information Package for this position, including selection criteria and a duty statement can be obtained from <http://www.openarms.org.au/jobs/job.html> or by contacting the office on (02) 6655 2323 or email: info@openarms.org.au

Salary and Conditions: Miscellaneous Workers – Kindergartens and Child Care Centres (State) Award), at a starting grade of Coordinator Qualified Pre School – Level 1 OOSH

A Working With Children Check will be conducted on all applicants. Prohibited persons need not apply.

Applications Close: 5:00pm Friday 19th February 2010.

Post applications to: Children's Services Manager, Open Arms Care Inc, 1 Elliot Close, Bellingen 2454, or email: info@openarms.org.au.

Mid-North Coast OOSH Services is a project of Open Arms Care Inc.

Open Arms Care is an Equal Opportunity employer.



After School Care and Vacation Care
BAYLDON, BELLINGEN, COFFS HARBOUR, WOOLGOOLGA

POSITION DESCRIPTION

IDENTIFYING DATA

POSITION TITLE:	COORDINATOR Woolgoolga OOSH and VACATION CARE
AWARD:	Miscellaneous Workers - Kindergarten
ENTRY LEVEL:	Coordinator Qualified Pre School – Level 1 OOSH
HOURS PER WEEK:	22.5 hours per week – Permanent Part-time A maximum of 38 hours per week during Vacation Care
SALARY:	As per Award
REPORT TO:	Manager, Children's Services Division Open Arms Care Inc.
LAST REVISION:	16 th September 2008

QUALIFICATIONS.

ESSENTIAL REQUIREMENTS

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- The ability to supervise staff, program activities, and manage day to day operations of a centre based child care service.

DESIRABLE REQUIREMENTS

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- First Aid Certificate.

ROLE IN GENERAL

- Responsible for the developing, planning, conducting and co-ordinating the after school child care and vacation care programs.
- be accountable to the manager for the administration of the service;
- co-ordinate and manage the day-to-day operations of the service;
- manage staff through liaison and consultation with the manager;
- oversee and ensure the implementation and maintenance of a healthy, safe and clean environment for staff and children;
- ensure day-to-day administrative tasks are completed appropriately, including requirements for funding and licensing;
- ensure the Service adheres to all relevant regulations and licensing guidelines;
- ensure all appropriate records are maintained;
- positively interact with children, give each child individual attention and comfort as required;
- liaise with and consult with parents regarding the needs of the children and the community;
- liaise with management to ensure that all matters and procedures relating to government funding are complied with in accordance with appropriate guidelines and, where applicable, submissions for funding to relevant authorities are made and funds applied in accordance with the relevant guidelines and approvals;
- assist with the preparation of budgets in consultation with the manager, making appropriate recommendations and manage service financial responsibilities within approved levels;
- attend meetings as required by the manager consistent with position responsibilities.

SCHEDULE OF DUTIES

CHILDREN

1. Ensuring the children's welfare and safety at all times
2. Ensuring, monitor and conduct the direct supervision of all children at all times.
3. Ensuring that each child is treated with dignity and respect.
4. Planning a program of activities appropriate to the needs of all children.

5. Ensuring the safety of children in transit from agreed collection point at other schools or venues.
6. Establishment of satisfactory standards of behaviour, dress and demeanor.
7. Ensuring that no form of corporal punishment is to be used.
8. Ensure that the Children and Young persons (Care and protection Act1998) are adhered to and that mandatory reporting procedures are followed.

STAFF

9. Delegate areas of responsibility to staff.
10. Supervise and participate in performance appraisals with staff.
11. Provide staff with professional development opportunities and training.
12. Make recommendations regarding the employment of staff.
13. Participate in the process of hiring staff.
14. Maintain casual relief staff list and employ casual relief staff as appropriate.
15. Ensure the recording of staff attendance.
16. Discuss problems with staff and ensure staffs have satisfactory standards of behaviour, dress and demeanor.

PARENTS AND COMMUNITY

17. Encourage parental involvement in the program and within the management of the service.
18. Liaise with parents, school staff and other community members.
19. Ensure that the approved parent, guardian or other authorised person picks up the child.
20. Notify parents of communicable diseases.

ADMINISTRATION

21. Ensure that any requirements set down regarding the care and cleaning of the premises are adhered to.
22. Maintain security of premises and equipment.
23. Ensure the care, maintenance and storage of equipment.
24. Ensure that attendance records are passed on to the administration staff.
25. Receive fees, completes fee register and issue receipts for parents.
26. Direct parents to booking and enrolment procedures.
27. Issue information regarding fees, rules and policies.
28. Organises banking and processes receipts
29. Manages debit card and reimbursements

- 30. Purchase food and materials.
- 31. Obtain and organize materials necessary for implementation of program.
- 32. Assist in the evaluation of the centre.
- 33. Ensures licensing requirements of the service are met.
- 34. Develop, implement and evaluate service policies and procedures and ensure these and licensing conditions are met in consultation with the manager;
- 35. Is responsible for the quality improvement and Accreditation of the service
- 36. Develop goals and directions for the service in consultation with staff and management in line with organisational policy and practice;
- 37. Ensure that Government guidelines on priority access to services are adhered to;

CHILDREN’S SRVICES DIVISION- OPEN ARMS CARE INC

- 38. Attend Coordinator’s meetings monthly.
- 39. Provides details of monthly coordinator roster
- 40. Present a monthly report to the Manager, in a format specified by Management.
- 41. Prepare and present reports regarding Service issues and Occupational health and safety;
- 42. Participate in and contribute to Strategic Planning for Children’ Service Division, Open arms Care.

PROFESSIONAL DEVELOPMENT

- 43. Attend, or delegate attendance at, appropriate in-service training sessions, conferences and meetings that contribute towards professional development within the Service, as approved by the manager.
- 44. Participate in regular Performance Appraisal sessions, as established by the Manager and the Executive Management Committee.

Signed for and on behalf of Open Arms Care:

Chairperson, Coordinator or Delegated Officer

Date

Signed by the employee

Date



ORGANISATION

WHAT WE DO

Open Arms Care Inc provides local auspice for management, planning and support to Action Support, Neighbour Aid, BUD's Toys, Special Needs In Bellingen Shire, Bellingen Shire Family Day Care Scheme, Mid-North Coast OOSH Services and Bellingen Shire Meals On Wheels.

OUR MANAGEMENT

The OAC Inc. is a not-for-profit, community based body.

The Board (the office bearing members of the association) is comprised of community and service user representatives, who meet regularly, and are responsible for the running of the services OAC Inc. receives funding for. The OAC Inc provides each service with management and administrative support.

The NSW State Department of Ageing, Disability & Home Care (DADHC), NSW Department of Community Services (DoCS), NSW Department of Education and Training (DET) and the Federal Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA) provide funding for the various services and hold the OAC Inc responsible for ensuring that all services adhere to current funding guidelines and relevant quality standards.

OUR SERVICES

Action Support

Purpose of Action Support is to provide a range of services and training programs which contribute to meeting individual needs of people with disabilities and their carers who live in the Bellingen and Nambucca Shires.

Bellingen Neighbour Aid

Neighbour Aid, servicing the Bellinger Valley, and Seaboard, aims to further enhance the independence, security and social well-being of frail older people and people with disabilities and their carers, by providing a range of services which respond to their individual needs, including companionship, practical support and information.

Special Needs in Bellingen Shire (SNIBS)

SNIBS is committed to :-

1. Increasing community awareness of the needs of young children with additional needs.
2. Assisting children with additional needs to achieve their maximum potential.
3. Supporting families in the role of facilitating their child's holistic development.
4. Making the service culturally and individually appropriate.

OUR SERVICES (CONTINUED)

BUD's Toys

BUD's Toys is an online toy library, providing a large range of educational and age appropriate toys for loan by members at a low cost.

Bellingen Shire Family Day Care Scheme

Family Day Care is a community based quality child care service which offers professional and supervised care for children up to 12 years of age in the private homes of approved Family Day Care Carers.

Mid-North Coast OOSH Services

Mid-North Coast OOSH Centres provide quality care and recreation for primary school aged children (5-12 years) who are attending school. The service assists parents by enabling them to pursue work, study, training or other activities safe in the knowledge that their children are being cared for in a safe and happy environment.

Bellingen Shire Meals On Wheels

Meals on Wheels purpose is to maintain a healthy diet and regular meals with good nutrition to the frail aged and younger people with disabilities, who are at risk of premature or inappropriate institutionalisation.

VISION

To be a certified quality organisation providing innovative and comprehensive services to meet current and future needs of our community.

MISSION

To identify community needs and support the provision of inclusive community services.

VALUES

IN THE CONDUCT OF OUR BUSINESS, WE

- Are driven by the needs and requirements of our clients
- Ensure services are inclusive
- Act with integrity and in an ethical manner
- Ensure transparency and accountability in decision making at all levels of the organisation
- Respect the confidentiality of our membership, clients, carers, paid staff and volunteer staff
- Support and improve professionalism
- Honour cultural diversity and individuality of each client
- Respect for the Indigenous custodians of the land.
- Ensure open consultation with all stakeholders
- Fairly represent the interests of each service

IN PROVIDING SUPPORT FOR OUR STAFF, WE

- Manage our staff in accordance with current legislative and regulatory requirements

- Support professional development
- Encourage innovation
- Encourage cultural awareness

IN RELATION TO PARTICIPATION OF OUR ASSOCIATIONS MEMBERS, WE

- Respect, support and acknowledge the contribution and commitment of our membership
- Are fully accountable to our members

