



Coordinator Early Years Network Application Package

Thank you for your interest in applying for a position with The Family Centre. The Coordinator EYN position. The position description is attached and additional information about our organisation can be found on our website www.thefamilycentre.org.au

Should you wish to proceed with your application, please ensure that you:

- Address each of the selection criteria contained in the position description
- Include a detailed resume with education & employment history
- Provide two referees with current contact details

Faxed and email applications will be accepted.

Fax: (07) 5524 3255

Email: info@thefamilycentre.org.au

Applications close 4.30pm Monday 21 September

Please address all hard copies of applications to:

The Executive Director - Confidential

The Family Centre

PO Box 6301

Tweed Heads South

NSW 2486

For further information regarding the position please contact David Boutkan on (07) 55248711 or davidb@thefamilycentre.org.au

David Boutkan
Executive Director



POSITION DESCRIPTION

Position Title:	Coordinator Early Years Network Project
Award:	SCHCADS Award
Award classification:	Level 5
Hours of duty:	30 hours per week
Contract:	Duration of Program (ends June 2017 with extension likely)
Reports to:	Manager Child Youth & Family Services
Funding source:	YWCA Murwillumbah Communities for Children Program (CfC)

Position Background:

The CfC Murwillumbah Early Years Project Worker is a community development role which aims to improve the community's capacity to collectively benefit young children (birth-6 yrs) and their families. The service delivery area is the 2484 postcode area, with an emphasis on the villages surrounding Murwillumbah.

The Early Years Network has been established to respond to the following key needs:

- The need for a concerted effort to address the poor ratings for early childhood development within the 2484 area.
- The need for structures, processes & opportunities to facilitate collaboration, joint planning and the sharing of info and resources between early childhood services & programs.

Family Centre Objectives:

Our people are informed by The Family Centre values and operate within the framework of our policies, practice principles and strategic goals to achieve:

- our vision: a fair, safe and vibrant community with access to opportunities for all children, young people and families and
- our mission: happy children and young people - caring relationships - strong community

Project Outcomes

The CfC Murwillumbah Early Years Network is designed to achieve the following outcomes:-

- Families are well supported with strong social and service networks
- Families have access to evidence-based parenting programs that support family functioning
- Staff delivering services and programs to young children and parents have the skills, networks and capacity to support families specifically with parenting and family functioning
- Parents have the confidence to take a leadership role in community development activities that support families with young children.

As a Murwillumbah CfC Community Partner, the Early Years Network will also facilitate awareness of the wider Murwillumbah CfC's profile, programs, strategies and capabilities.

Key Tasks

- Gaining an understanding of and mapping the existing early years services and programs, as well as the linkages between them, in the 2484 postcode area.
- Identify and support opportunities for families with young children to develop strong social and service networks.
- Delivery of targeted, evidence-based (EB) parenting programs in locations that are accessible to and comfortable for families e.g. early childhood services, schools, village halls.
- Creating opportunities to improve the professional skills, networks and capacity of early childhood staff to specifically support families with parenting and family functioning.
- Engage and work closely with families through a participatory involvement model to deliver community activities that celebrate families and childhood.
- Promote the Early Years Network and facilitate awareness of the wider Murwillumbah CFC's profile, programs, strategies and capabilities.

Key Responsibilities

Program Coordination

- Manage the ongoing planning, development, evaluation and review of the program, in consultation with Manager Family Services
- Plan and co-ordinate the delivery of programs in accordance with the implementation plan and in consultation with key stakeholders
- Maintain partnerships with local human services providers
- Ensure a consistent standard of quality service
- Prepare reports and plans as required
- Make decisions in the daily operation of programs that do not need approval from the Manager Family Service
- Discuss complex and sensitive matters with the Manager Family Service to develop the most effective course of action

Intake and on call

- Participate in a roster to receive referrals and assess requests for service
- Participate in an on-call roster for families in our intensive family support programs

Course work

- Participate in organisational planning processes in order to develop a timely course plan
- Assess clients for suitability for courses
- Deliver parenting education and skills training courses
- Work collaboratively with co-facilitators to develop, deliver and evaluate courses
- Participate in the ongoing development of program material as required

Community work and service provider networking

- Co-ordinate and participate in community events and activities, and FC promotional events as negotiated with Manager
- Develop and maintain a good understanding of the work of and effective working relationships with local health and community service providers
- Attend service provider network meetings as negotiated with Manager

Professional development

- Attend staff training and development relevant to the position as approved by the Manager and Executive Director
- Model and foster professional work practices, in relation to the health, safety and wellbeing of colleagues and clients
- Attend and actively participate in team meetings and regular service planning / review, supervision
- Attend regular supervision sessions and annual appraisal with Manager
- Adhere to the relevant standards, policies and procedures of The Family Centre

Administration and Organisational Tasks

- Maintain service records including client records and reports
- Maintain and submit accurate client service statistics on the last working day of each month
- Maintain and submit administrative (e.g. time sheets and travel reimbursement claims) documentation in an accurate and timely manner
- Actively participate in regular service and program planning, development, review and evaluation processes to contribute to continuous improvement.
- Participate in organisational projects as negotiated with Manager Family Services and the Executive Director
- Perform relevant duties as required by the Manager Family Services and the Executive Director

Selection Criteria:

Maximum 200 words per criteria – please be succinct

- Relevant tertiary qualifications (early childhood, teaching, social work, community development) and significant experience working with young children and families.
- Demonstrated experience in community development and group facilitation
- Strong skills in the establishment and maintenance of effective referral pathways, including the knowledge and ability to support people in accessing services and negotiating ways to overcome barriers to access to services.
- Strong understanding of the barriers and challenges faced by vulnerable and disadvantaged families with young children.
- Demonstrated experience working with a range of stakeholders across sectors (e.g. families, schools, preschools, therapists, health professionals and local businesses).
- Strong administrative and communication skills and ability to work independently and be self-motivated.
- Current "C" class Driver's License
- Highly developed interpersonal, written and oral communication skills (including accurate records, reports and case notes). Demonstrated experience and skill in using word processing and databases
- Proven ability to work independently and as part of a team
- Current driver's license and comprehensively insured vehicle
- A willingness to undertake a criminal record check and a Working with Children check

Desirable

- Working knowledge of Tweed Shire human services network
- Trained and licensed to deliver the following parenting programs: Triple P, P5 and 123 Magic, Parents as Teachers