

POSITION DESCRIPTION – TEAM MEMBER

Position Title	Child Development Coordinator	Department	Young Parents Program - Family Education and Community Support (FECS) Team
Location	Randwick with travel to the Central Coast, Shoalhaven and Western Sydney	Direct/Indirect Reports	3 Child Dev Officer(s), Occupational Therapist, YPP volunteers
Reports to	Team Leader FECS	Date Revised	Feb 2018
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Choose an item.		

■ Position Summary

Australian Red Cross Young Parents Program (YPP) works to ensure best outcomes for children and families by improving the capacity of young parents with complex needs aged 13 to 25, to live and parent independently.

YPP is designed to meet the needs of a highly vulnerable group in the community, namely pregnant and parenting young women and men who are unable to access elsewhere the safety, security and support required to parent effectively. YPP takes a strengths-based early intervention approach, building the capacity of young parents to live independently in appropriate housing, develop parenting skills to ensure the best outcomes for their children, and break the cycle of intergenerational trauma, abuse and neglect.

The FECS team is responsible for managing the wrap around services available within YPP at all four sites - Randwick, Parramatta, Nowra and Gosford. The FECS team provides in house services that complement case management support. These services include vocational and parenting education, playgroups, child development assessments and specialised interventions, allied health services, student placements and the community volunteer program.

The Child Development Coordinator is responsible for the coordination, development and delivery of child focused interventions at Young Parents Program, training staff and volunteers in best practice in child development, supporting young parents with complex needs and behaviours to develop independent parenting skills and ensuring best outcomes for children. The role includes the supervision and coordination of volunteer child minding sessions, training and supporting staff and volunteers in the delivery of YPP Child Development initiatives, and assisting young parents to better understand and support their child's development. Ensuring compliance with funding commitments and facilitating monitoring and evaluation to ensure best practice is essential to this role.

The role is 3.5 days per week, requiring capacity to work full time when required. The role involves a set fortnightly roster, 3 weekday equivalent off a fortnight. Full time work may be offered as required.

■ Position Responsibilities

Key Responsibilities

- Oversee and ensure the quality delivery of all Child Development services including: the delivery of weekly play groups, weekly child care service, and support with supervision of Volunteer child minders at all sites
- Ensure that child development activities, which includes playgroup, child care program, and individual intervention plans, are informed by age appropriate expectations, reflect individualised developmental assessments, and are culturally responsive. Oversee and ensure individual assessments occur according to a recommended scheduled timeframe
- Demonstrate a knowledge base of parenting styles/strategies and psychosocial frameworks that reflect growth, developmental and social/emotional needs of 0-5 years to inform your practice across the YPP service spectrum
- Demonstrate a knowledge of quality child care health standards
- Work with Program Manager, Team Leaders and Specialist Leads to ensure consistency of advice, practice, frameworks and knowledge sharing across all stages and teams in YPP
- Accountable for all child development reporting requirements and monitoring and evaluating program outcomes including clear reporting monthly, quarterly and annually regarding outcomes and achievements
- Coach, mentor and develop direct reports in order to achieve both program and organisational outcomes, and ensure that all team members have regular supervision, up to date work plans in place and that performance is regularly monitored and accounted for
- Support congruence and best practice across all areas of YPP by developing and modelling a culture of collaboration, respect and high service standards within and across teams, with volunteers and across other Red Cross programs; ensure quality work is provided in accordance with YPP Model and Philosophy of Care, and YPP practice standards and contractual/organisational frameworks (includes KPIs)
- Ensure YPP staff and Volunteers have the necessary resources, tools, templates and support for high quality child development interventions
- Ensure health and safety needs are being met at all times, and emergency procedures and understood and implemented
- Act as an escalation point for client and volunteer incidents and support staff to resolve matters
- Ensure compliance with all Red Cross policies including Code of Conduct, Workplace Health and Safety and Child Protection.
- Liaise with national Red Cross staff, People for Young Parent and key funders to support funder events and corporate volunteering opportunities
- Participate in projects as required and other general responsibilities within the scope of this role
- Visit regional sites on a regular rotation

■ Position Selection Criteria

Technical Competencies

- Child focussed with a strong understating of child protection issues, including knowledge of relevant legislation
- Practical experience in the implementation and coordination of child development interventions/strategies
- Knowledge and or experience using Ages and Stages Questionnaire's and other tools to monitor and evaluate child development outcomes
- Training and practical experience in child care, including experience managing large groups of children and children with complex behaviours
- Understanding of child and adolescent development
- Demonstrated capacity to support parents to improve their skills and knowledge to address child development concerns
- Ability to effectively engage clients with complex needs and a history of non-engagement with services
- Excellent communication and intervention skills, particularly with young people and children with complex needs and behaviours
- Monitoring and evaluation skills including demonstrated capacity to assess and report on program outcomes, comply with funding requirements, and implement evaluation/review recommendations
- Strong staff and volunteer supervision skills
- Excellent written and verbal communications skills
- Strong liaison and networking skills
- Superior organisational and administrative skills, ability to work autonomously and manage competing priorities
- Demonstrated decision making, problem solving and analytic skills
- Knowledge of workplace safety and risk management
- Flexible approach to work hours to ensure client and program needs are met

Qualifications/Licenses

- Tertiary qualifications or commensurate experience in Early Childhood, Midwifery, Allied Health, Social Work or related discipline
- Current driver's license
- Current First Aid Qualifications
- Current Working With Children Check
- Current Police Check

Behavioural Capabilities

- **Personal effectiveness | Achieve results** | Demonstrated ability to manage work and achieve the results committed to. Ability to evaluate progress and make adjustments needed to achieve goals. Accept responsibility for mistakes and learn from them.
- **Personal effectiveness | Managing my behaviours** | Demonstrated track record in managing emotions and behaviours and understanding their impact on others. Ability to self-monitor and make improvements to manage own performance.
- **Organisational effectiveness | Valuing voluntary service** | Demonstrated understanding of the benefits of voluntary service and recognises the contribution of volunteers to clients, communities and the organisation.
- **Organisational effectiveness | Thinking strategically** | Demonstrated understanding of how an individual's role and work contributes to achieving organisational goals. Ability to think ahead and plan accordingly.
- **Organisational effectiveness | Managing risk** | Demonstrated ability to work within guidelines, policies and procedures. Awareness of risks involved in an individual's role and works toward minimising their impact.

■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:
Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality
- Act at all times in accordance with the Australian Red Cross Code of Conduct and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 3 years thereafter. Police check renewals may be required earlier than 3 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters