



Armidale & District Family Day Care Ltd.

OSHC Coordinator/Nominated Supervisor

Armidale & District Family Day Care Limited, a not for profit, community based organisation, is seeking a permanent, part time Coordinator/Nominated Supervisor for our After School Care and Vacation Care programmes.

Role:

To take leadership of the day to day operations of the services and provide strong educational leadership. The role includes planning of quality programmes for after school care and vacation care and ensuring compliance with the Care and Education Services National Regulations, 2011 and the National Quality Framework.

Working Hours:

30 hours per week during school terms, up to 38 hours per week during Vacation Care.

Salary and Conditions:

As per Children's Service Award, 2020 based on qualifications and experience.

Qualifications:

- Diploma in Children's Services or equivalent qualification;
- Current Working With Children Check
- HLTAID001/3/4 CPR, First Aid and Emergency Response in an Education and Care Setting (asthma and anaphylaxis);
- Driver's Licence;
- CHCPRT001 Identify and Respond to Children and Young People at Risk of Harm.

Essential Criteria

- Experience in the planning, delivery and evaluation of programmes for children 5 to 12 years;
- Willingness to fulfill the obligations of a Nominated Supervisor, including ensuring children's health and hygiene, safety and well-being and risk management;
- Demonstrated skills in the supervision and positive behaviour management of school-aged children;
- Demonstrated effective communication and leadership skills;
- Ability to work effectively in a team environment;
- Effective computer skills and willingness to learn industry specific software programmes;
- Understanding of the Care and Education Services National Regulations, 2011 and the National Quality Framework *My Time, Our Place*.
- Effective time management skills.

Applications Close; 27 August 2020.

All applicants must obtain an Application from:

The Business Manager,
Armidale & District Family Day Care Limited,
Ph: (02) 6772 5300
E: patricia@afdc.org.au