

Position Description

Family Day Care Coordinator

Why work with us

Every child and young person deserves a great education.

We have a strategy that aims to unlock every child’s potential now and into the future, one that in partnership with learners, students, parents and the wider South Australian community will build a world-leading public education system. One that is equitable and prioritises learning and wellbeing.

Together we will make our education system the best it can be.

When our children and young people thrive, so do our communities and our state.

Our values

We are part of the South Australian public sector and share the values of:

 SERVICE	 PROFESSIONALISM	 TRUST	 RESPECT	 COLLABORATION & ENGAGEMENT	 HONESTY & INTEGRITY	 COURAGE & TENACITY	 SUSTAINABILITY
We proudly service the community and the South Australian Government.	We strive for excellence.	We have the confidence in the ability of others.	We value every individual.	We create solutions together.	We act truthfully, consistently, and fairly.	We never give up.	We work to get the best results for current and future generations of South Australians.

About this role

The department's Family Day Care Programs directorate oversees the delivery of high-quality home-based care for children through Family Day Care, Guardianship Family Day Care and Respite Care programs, in line with the National Quality Framework for early childhood education and care, the South Australian Children and Young People’s Safety Act and National Disability Insurance Scheme.

The Family Day Care (FDC) Coordinator is responsible for coordinating and supporting the provision of inclusive quality home-based childcare in a designated scheme in accordance with Australian Government and Department for Education legislation, guidelines and policies.

The role provides advice and support to enable the delivery of quality, inclusive and developmentally appropriate care in accordance with state and Australian Government legislation, guidelines and policies. This includes, supporting and coaching educators to work within the National Quality Framework.

The Family Day Care Coordinator works in partnership with the department's FDC Educators who are small business owners.



Position title	Family Day Care Coordinator
Classification	ASO4
Division	Schools and Preschools
Directorate	Family Day Care Programs
Location	Multiple
Reports to	Family Day Care Service Leader
Direct reports	Nil
Role description date	Family Day Care Programs various

What you will do (key outcomes)


1. Work in partnership with educators to enable the delivery of quality care for children in an inclusive and developmentally appropriate manner.
2. Support and monitor quality and compliance assurance of family day care services, in accordance with state and Australian Government legislation, guidelines, and policies.
3. Provide mentoring and advice to educators on strategies to ensure quality and compliance of their service.
4. Promote Family Day Care and recruit families and educators to contribute to the sustainability of the Family Day Care program.
5. Provide high quality support to educators and applicants in their professional development and wellbeing.
6. Contribute to the effective and efficient delivery and maintenance of work practices within the designated scheme.
7. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

The capabilities you will bring (key competencies)

- **Communication and Interpersonal Skills:** High level verbal and written communication and interpersonal skills with the ability to communicate effectively with a range of people including individuals, small groups and community organisations.
- **Mentor and Coach:** Ability to coach and mentor others to achieve specific outcomes in a changing environment.
- **Childcare Practice:** Ability to observe, analyse, report and evaluate practices against defined criteria and using professional judgement.
- **Professional Knowledge:** Relevant legislation, National Quality Standards, curriculum frameworks, appropriate standards and quality indicators for services for young children.
- **Children's services:** Experience in delivery of children's services or related field.
- **Task Management and Autonomy:** Strong organisational and time management skills with the ability to work independently or within a team under limited direction, exercise initiative and judgement and manage workloads while meeting deadlines with competing priorities in an environment of continual change and growth.

Who you will work with (key relationships)	Qualifications
Department FDC Educators Department FDC Coordinators Department Service Manager and Leaders	Essential: Diploma level qualification in Early Childhood Education and Care. Desirable: Nil

Corporate responsibilities	Special conditions
Keep accurate and complete records Act appropriately in line with the Public Sector Code of Ethics at all times Support diversity and promote an inclusive workplace for everyone Maintain a commitment to Work Health and Safety legislative requirements	You will need a current driver's licence and be willing to drive You may be asked to work out of hours You may need to travel within or outside South Australia You need to achieve mutually agreed performance goals You must have a current Working with Children Check You must do Responding to Risks of Harm, Abuse and Neglect - Education and Care training You must be an Australian resident or provide evidence you have a current work permit

Assessed by: Alejandra Duron, HR Consultant		Approved by: Georgy Grundy, Director, Family Day Care Programs	
Date: 16 October 2023		Date: October 2023	