

COORDINATOR - INNER NORTH

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Company: Centacare

Location: Australia

Category: other-general

09th April, 2024

We are on the lookout for a seasoned, dedicated, and impassioned Outside School Hours Care (OSHC) Coordinator to join our dynamic team in the Inner North Brisbane Suburbs. Your journey with us involves not just meeting the demands of the role but surpassing them with a positive energy and a welcoming demeanour. We value your experience, knowing that it is the key to building robust networks with children, families, and stakeholders. The coordinator reports to the Portfolio Manager and Service Operations team, you will be someone who has a passion for leadership along with the skills and experience to guide and mentor a team of dedicated educators.

The Benefits:

Earn a salary that mirrors your expertise and accomplishments, turning your qualifications and experience into exciting financial rewards!

Work life balance - Benefit from the flexibility of split shifts, allowing you to tailor your work hours to fit your lifestyle and achieve the perfect balance between personal and professional pursuits

Take advantage of a uniform allowance to boost professionalism, promote team cohesion, cut down on personal expenses, and play a pivotal role in maintaining a unified brand image.

Enjoy access to our Employee Assistance Program, providing a confidential and caring

support system that prioritises your mental and emotional well-being, ensuring you thrive both personally and professionally.

Continuous Growth Opportunities - Unlock your potential with access to professional development, empowering you to pursue further studies and continuous learning, fostering a culture of growth and expertise within our team.

Key Responsibilities:

Manage day to day operations of the service including staffing, administration and financial management tasks.

Oversee the delivery of a high quality, inclusive and educational program.

Provide children with a safe, secure, welcoming and nurturing environment.

Work collaboratively within an established team to ensure the best outcomes for children and families.

Promote the service within the local community in accordance with the Vision, Mission and Values of Catholic Early EdCare.

Job Requirements:

Diploma in Children Services or equivalent as per ACECQA guidelines.

Current Working with Children Check (Blue Card), First Aid, CPR, Asthma/Anaphylaxis

A strong understanding of Childcare legislation including the National Quality Framework, National Quality Standards, and My Time Our Place

Effective computer skills including experience with childcare management software (Xplor preferred)

Proven leadership and team development skills

At Catholic Early EdCare we share all parents' aspirations to watch their children grow.

We do this by incorporating the latest early education research and practice into our programs and creating spaces where children can connect, grow and discover. We can't do this without you, our valuable team of over 1,400 Educators.

You will enjoy the benefits of being part of a network of over 130 Catholic Early EdCare services in South East Queensland and part of the Catholic Archdiocese of Brisbane.

Our Commitment to Keeping our Staff and Children Safe

The Archdiocese of Brisbane has standards of conduct for employees and volunteers to maintain a safe and healthy environment. Our commitment to these standards requires that we conduct background referencing for all persons who will engage in direct and regular involvement with children, young people and/or vulnerable.

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