

Description

Job Title: Manager, Child Care Services
Ref No: MAN59
Portfolio & Program: Community Services, Disability & Mental Health Services
Reporting Relationship: Head of Disability and Mental Health Services
Classification: Salaried
Date: October 2018

Our vision is justice, respect and fullness of life for all. Our mission is to provide care and support with a voice for disadvantaged and vulnerable people in our communities.

My purpose is to...

Ensure AnglicareSA's child care centres deliver exceptional care to all children attending the centres by actively leading staff, continuously improving services and confidently handling day-to-day management.

I will make a difference when I...

Operational Leadership

- Ensure that children's care and their families are central to all decisions and actions.
- Develop and maintain strong professional relationships with all levels of management across the organisation.
- Monitor the service performance and deliver on budgetary expectations, managing any anomalies and resolving complaints or concerns
- Implement systems and processes that ensures compliance with funding agreements, legislative, regulatory and policy requirements

Leadership

- Actively provide leadership, guidance and direction to staff through exceptional customer/child-centred approaches
- Maintain a competent portfolio of staff, proactively recruiting and implementing succession planning
- Support a culture that engages employees through communication, recognition and collaboration
- Role model AnglicareSA values and behaviours and a commitment to a child focused service model
- Proactively encourage a team environment and a 'learning culture'
- Support an inclusive and diversified, friendly, positive and engaging culture.
- Guide, support and mentor staff performance and development to enable high quality care

Service Development

- Strive for continuous service improvement, ensuring all legislative and regulatory updates are implemented
- Contribute to tenders, new funding proposals, submissions and marketing strategies to ensure program continuance
- Work collaboratively with other service providers, facilitating a holistic service approach and the identification of service gaps

Work Health and Safety (WH&S)

- Contribution to the positive growth of the organisation's safety culture through active participation in safety initiatives, such as proactive identification and reporting of incidents, hazards and near miss events
- Ensure processes are in place for work to be carried in a safe manner and that Work Health and Safety action plans are developed and implemented, with regular workplace inspections and audits being conducted
- Ensure all reported workplace incidents, including near misses, hazards and accidents, are investigated, risks are assessed and control measures are implemented in consultation with Work Health & Safety Representatives and staff
- Support and rehabilitate injured workers in accordance with AnglicareSA Injury Management Manual and associated policies and procedures

To make a difference I will...

- Embrace and integrate AnglicareSA's Vision, Purpose and Values into your role.
- Support AnglicareSA's commitment to reconciliation between Aboriginal people and other Australians as outlined in our Reconciliation Action Plan. This includes, but is not limited to, the engagement and participation of Aboriginal people, and the provision of culturally competent, respectful services and system responses.
- To be physically and mentally capable and report to work in a fit state to perform all duties.
- Actively participate in performance reviews, performance development, training (including Work Health and Safety and fire safety) and supervision opportunities.
- Have evidence of my right to work in Australia
- Obtain and maintain a National Police History Check
- Obtain and maintain a current DCSI
- Keep up to date with accreditation standards and industry developments for best practice in child care

☒ Willing to work at other sites as required ☒ Child Abuse Reporting

☒ Out of hours guidance and attendance may be required

Direct Reports: Assistant Managers, Service Delivery Staff, Admin Staff, Volunteers

Working Relationships: Children in care and their families, Head of Disability and Mental Health Services

I will utilise my.....

Qualifications

- Diploma in Children's Services or equivalent qualification recognised by licensing authorities
- Accreditation as a Director of a Child Care Centre

Skills and Abilities

- Operational experience in delivering a quality child care service that supports children's individual needs
- Proven leadership skills in effective staff development, retention and management
- Demonstrated skills in management and delivery of large budgets and expected financial outcomes
- Understanding of the developmental needs of children, needed family support and the impact of trauma
- Excellent communication and interpersonal skills with proven strengths in negotiation, collaboration, thinking and problem solving
- Sound understanding of the Child Protection issues and practices, legislative and accreditation requirements
- WH&S knowledge and skills suitable for the position.
- Work within a team environment in accordance with AnglicareSA values.

My dedication and commitment

Job holder Signature: Date:

Print Job holder Name:

General Manager, Community Services: 

Date: 15/10/18

Integrity • Compassion • Equity • Stewardship • Servant Leadership