

## Position Description

*Private and Confidential*

### Vacation Care Coordinator

## The Organisation

For over 35 years, LiveBetter Community Services has been delivering specialist service provision for the people of regional Australia. We are a not-for-profit organisation, originally formed through an amalgamation of several like-minded, regionally based organisations, with our head office based in Orange NSW and around 50 homes, day centres, respite cottages, offices and community hubs across Central Queensland and regional NSW.

Currently we deliver more than 80 customer-focused service programs across the aged care, disability, community development, child and family, Out of Home Care, clinical and mental health sectors, from offices and facilities in more than 45 communities. We employ more than 1600 people and 400 volunteers and in the last 12 months we provided care and support to more than 13,000 individuals and families living in regional, rural and remote communities.

Focusing on support in the home, and connections to the community, our approach to service delivery is to work with our customers in a holistic manner, seeking to meet their goals, needs and preferences. We also assist community members with information, linking and referrals.

As the need for community services remains strong, LiveBetter continues its significant growth, with steady growth in staff numbers, service capacity and diversity and in geographic spread. To support this growth, LiveBetter invests heavily in corporate infrastructure and management systems as well as staff training and development.

LiveBetter's annual revenue is more than \$100 million. 80% of revenue comes directly from Commonwealth and State Government funding, with service user contributions and revenue from commercial activities making up the balance.

LiveBetter is positioned as one of the largest regionally based providers of community services in eastern Australia. LiveBetter remains focused on ensuring programs and services are provided by local staff and tailored to the individual needs of local people and communities.

**Our Purpose:** *We inspire possibility by giving people access to support in their chosen community*

**Our Mission:** *By connecting capable, passionate and caring locals with those who need support*

### Our Values

LiveBetter's Values guide the way we conduct ourselves. This includes how we interact with our clients, community and business partners and how we treat each other. LiveBetter's Values are:

- **Integrity:** We live out our values, are honest and ethical in all our dealings and are accountable for our actions.
- **Respect:** We value the individual. We recognise the rights and choices of the client, employees and the community. We encourage teamwork and support diversity within the team.
- **Cooperation:** We strive to identify and create value from partnerships and alliances with other organisations, agencies, businesses, communities and within our own organisation.
- **Empowerment:** We believe that individuals and communities should be encouraged and supported to realise their full potential.
- **Excellence:** We strive for excellence and best practice in all that we do as individuals, teams and as an organisation.

## The Position

<b>Position title:</b>	Vacation Care Coordinator
<b>Location:</b>	Orange
<b>Job Type:</b>	Fixed Term Full Time Vacation periods plus additional days for planning (NSW Gazetted School Holiday periods)
<b>Reports to:</b>	Operations Manager, Child & Youth
<b>Direct reports:</b>	NIL

## Service Description

LiveBetter Child and Family Services team provide support to a diverse group of clients across the organisation. Child and Family Services are primarily concerned with providing children and their families' opportunities to overcome obstacles to participate within their communities.

The key projects undertaken by Child and Family Services include Preschools, Long Day Care Out of School Care and Early Intervention programs.

## Background and Implementation

Orange Vacation Care operates from our Preschool room in Dalton Street in Orange. The program will have been operating for 2 years in January 2021.

## Key Position Responsibilities

Educators who work within our Vacation Care Programs support the delivery of outstanding education and care to school aged children in an inclusive and fun environment in which children are safe, engaged and well supervised. Our Educators are highly motivated, enthusiastic, energetic and creative and dedicated to providing children with the best possible childhood experience.

Vacation care programs run during gazetted NSW school term breaks between 8.00am-6.00pm, involving shift work, and generally close for a two-week period over the Christmas break.

Some key responsibilities of the role include:

- Assist in the supervision of all children, ensuring their well-being and safety at all times.
- Interact with children, assist in planning and implementing programs. Set up and clean away activities as required.
- If required, prepare food for children daily per health and nutrition policies.
- Contribute to the weekly education program of before after school and vacation care in consultation with other staff and the feedback from children, parents and the school community.
- Support inclusive practices to include children with additional needs alongside their peers.
- Supporting children to solve problems and play positively with their peers.
- Assisting children with their personal care needs as appropriate to their ability and level of development.
- Assist with the maintenance of accurate medical and attendances records to ensure timely reporting and effective emergency responses.
- Be aware of duty of care responsibilities and the safety of all children in the services care, including people authorised to collect children.
- Work closely with, motivate and supervise staff members of Vacation Care on a day-to-day basis.
- Work together with the Operations Manager, Child & Youth Services regarding planning and rostering.
- Responsible reporting to the Inclusion Support Team, for relevant funding to accommodate children with special needs

- Keeping the centre and play areas clean and hygienic and carrying out tasks to do so as required by the Director.
- Demonstrate commitment to ongoing professional development, ensuring knowledge and skills are up to date with current practices and trends within the sector.
- Ensure mandatory and appropriate qualifications for the position are maintained.
- Other duties as requested by the Operations Manager.

## **Risk**

All staff must be aware of operational and business risks. They should;

- Provide input into various risk management activities assist in identifying risks and controls
- Report all emerging risks, issues and incidents to their manager or appropriate officer
- Keep area tidy and free from hazards.

## **Person Specification**

### **Essential**

- Minimum Cert III qualification in Children's Services.
- Current Statement of Attainment for the course 'Identify and Respond to Children and Young People at Risk'. As per legislation; child protection Act 1999 (or willing to obtain).
- Ability to interact well with children and build positive relationships with families.
- Availability to work during school holidays, plus additional days leading up to and after vacation care for set up and planning.
- Work history that demonstrates reliability, motivation, enthusiasm and commitment.
- Understanding of and commitment to Work Health & Safety and to ensuring a safe environment for children.
- Current certification for first aid, CPR, Asthma management and Anaphylaxis Management or willingness to obtain.
- Desire to work with children and demonstrate capacity to enhance their experience in vacation/out of school hours care.
- Current Australian Drivers Licence.

### **Desirable**

- Understanding of the national Quality Framework – My Place My time, and its application with the service environment.
- Diploma in Early Childhood Services

### **Other requirements**

- Pass a National Criminal History Check and a pre-employment medical assessment (including drug and alcohol screening). Currently possess, or be willing to obtain, a positive notice WWCC in accordance with the working with children (Risk Management and Screening) Act 2000.
- Advise LiveBetter in writing of any conditions which may impact ability to carry out the responsibilities required of the role.
- Ability to be flexible with work hours to meet reasonable demands of the position.

## Remuneration

In accordance with the Children's Services Award 2010. Salary packaging opportunities are available.

I hereby acknowledge that I have received my Position Description and understand what my duties and responsibilities are:

Employee Name:		Date:	
Signature:			