



## **Family Day Care Educator Support Coordinator**

Adventure Patch helps to bring the adventure back into child care.

We are a proud Tasmanian not-for-profit child care provider of Long Day Care, Outside School Hours Care and Family Day Care.

Our centres are known for their progressive and contemporary childcare practices and offer a positive and rewarding team environment. We create an inclusive environment where every individual can feel safe, valued, and happy.

Adventure Patch Family Day Care is a dynamic team that supports Educators and families and places value on developing professional relationships to ensure children in our education and care services are supported and nurtured.

### **About the role**

Working 25 – 30 hours per week, we need a person to join our team to support, mentor, resource and monitor our Educators working in their own homes.

As a Family Day Care Educator Support Coordinator, you will make regular visits to our registered Educators providing support for all facets of family day care and the wellbeing of the children in care. All whilst ensuring our educators are compliant with all relevant laws, regulations, and service policies.

### **What makes this a great role?**

You will be working with a Tasmanian leader in contemporary child care practices. This gives you the opportunity to support Educators to implement play-based learning within their own practices.

The position comes with extensive autonomy to manage your own day. Working within the organisational philosophy, we will support you in developing your own approach to supporting Educators.

- The position offers the flexibility to work in with other commitments in your life.
- Rewarding and challenging work with lots of variety.
- We are a progressive organisation that strongly believes in providing opportunities for growth and development.
- Our team has a positive culture – we know when to be professional and when to have some fun. We work hard, but we also love coming to work.
- High degree of autonomy but with plenty of support to develop your skills.



## **Are you the person we want to work with?**

We are a team that works closely with each other and closely with the Educators we support. We want someone to join us who has the excellent interpersonal skills and style that will allow them to contribute positively to that team culture.

There is also a requirement to work within the regulatory framework and help ensure the service meets and exceeds the benchmarks.

## **Specific qualifications and requirements**

- Knowledge of Education and Care Laws and Regulations, NQF, ELYF and My Time Our Place.
- ACECQA approved Early Childhood Qualifications – minimum diploma level.
- WWVP check and National Policy Check.
- A current Driver's Licence.
- Current full First Aid (HDTLAID004) certificate.
- Child Protection Training (can be completed after commencement).
- Experience in the role would be advantageous.

## **Some other things that we will be looking for:**

- Excellent communication skills – both written and verbal.
- High-level time management and attention to detail skills.
- Exceptional organisation skills – ability to prioritise many competing tasks.
- Very strong interpersonal skills – with the ability to build rapport with a wide cross section of the community.
- Effective report writing skills.
- Ability to cultivate positive and effective relationships with Educators and team members.
- Ability to facilitate and cultivate links between families, educators, and services.
- Philosophical alignment with our play-based learning approach.
- Willingness to work within our values framework.

For further information about the position, including a copy of the Position Description and Selection Criteria, please contact Kate Wiseman, Director of Family Day Care at [kate.wiseman@adventurepatch.org.au](mailto:kate.wiseman@adventurepatch.org.au) or (03) 6135 4379.

For further information about Adventure Patch Family Day Care, please visit our website [www.adventurepatch.org.au](http://www.adventurepatch.org.au)



To apply, please ensure you submit the following via SEEK:

- Your covering letter addressing the Selection Criteria, and answering two key questions:
  - 1) why you are applying for the job
  - 2) why you feel you are an ideal candidate
- Your resume listing your experience and qualifications

Applications close 16th April 2021