

POSITION DESCRIPTION

EARLY YEARS COORDINATOR

Award Classification	Nurses (ANMF – Victorian Local Government) Award 2020
Directorate	Community & Planning
Reports to	Manager Community and Culture
Supervises	Maternal & Child Health Nurses; Maternal and Child Health Administration Support Officer; Supported Playgroup Officer
Approved By	Director Community & Planning, January 2025

OUR GUIDING PRINCIPLES

Strathbogie Shire Council recognises that great organisations are built on shared and demonstrated values. All Council employees are expected to demonstrate commitment and act in accordance with the following guiding principles:

- **Progressive & Responsive** – We are leaders in local government innovation and are responsive to the community.
- **Fair & Consistent** – We are fair and consistent in our thinking, actions and decisions.
- **Open & Honest** – Leaders are open and accessible. Staff are confident to speak their mind. We value honesty.
- **Selfless & Inclusive** – We take a “Shire First” approach and value the participation and opinion of all.

POSITION OBJECTIVES

The Early Years Coordinator provides strategic leadership to deliver high-quality education programs. The role involves working with educators, families, and community partners to foster an enriching environment for young children. This includes managing maternal and child health services, supported playgroups, compliance, and community engagement while supporting staff development and promoting collaboration.

- Lead the Maternal and Child Health Nurses and Supported Playgroup Facilitator, fostering a collaborative, service-orientated environment that encourages staff participation, cooperation, and a performance-driven culture.
- Deliver the Enhanced Maternal and Child Health Program to provide intensive support for families with additional needs or vulnerabilities to mitigate risks of poor outcomes.
- Promote healthy outcomes for children and families by delivering a universal primary health service for children from birth to school age.
- Adopt a comprehensive approach to addressing physical, emotional, and social factors impacting families in modern communities.
- Support optimal child health and development through prevention, early detection, and intervention for health and wellbeing concerns.

KEY RESPONSIBILITIES AND DUTIES

Leadership and Management

- Lead the Maternal and Child Health (MCH) team and Supported Playgroup staff, ensuring efficient use of physical, financial, and information resources.
- Manage the planning, delivery, and evaluation of early years services.
- Oversee administrative compliance, including CIDS data entry and accountability within timelines.
- Develop and oversee service contracts, including immunization projects, in adherence to Council procurement rules.

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Service Delivery and Framework Implementation

- Promote and implement the Department of Education and Training (DET) Key Age and Stage (KAS) Framework, ensuring universal access.
- Focus on preventative health through health promotion and early identification of children and families requiring support.
- Deliver Enhanced Maternal and Child Health Services and provide additional support to families as needed.
- Implement strategies to foster social networks, and community connections, and reduce parental social isolation.

Community Engagement and Strengthening

- Participate in community-strengthening activities to build capacity and engage families
- Build strong relationships with families to foster social networks and community connections.
- Develop initiatives to reduce social isolation and enhance community capacity.
- Provide enhanced Maternal and Child Health services when clinically necessary.
- Support emergency management and disaster recovery processes as requested.

Clinical and Professional Standards

- Maintain high confidentiality and accurate client records per Department of Health and Council protocols.
- Monitor infection control, equipment maintenance, and facility cleanliness to uphold safety standards.
- Report children at risk to the Department of Human Services per legislative requirements.
- Adhere to safe infection control practices and Occupational Health and Safety policies.

Team Collaboration and Development

- Support and train MCH students, and actively participate in team meetings and training.
- Work flexibly across centres within the Strathbogie Shire.

Continuous Improvement

- Use research and data analysis to evaluate and improve MCH practice.
- Provide timely reports to the Manager Community and Culture or Department of Health.
- Ensure supplies, equipment, and building maintenance needs are met.

OCCUPATIONAL HEALTH AND SAFETY

- The incumbent must demonstrate a strong commitment to workplace health and safety and effective organisational and public risk management and must take all reasonable care in the performance of his/her duties to prevent injury to him/herself and others.
- The position is responsible for complying with the Council's Occupational Health and Safety management program and relevant legislation by working safely and responsibly taking into consideration other staff members. Responsibility includes the correct use of equipment and the identification and reporting of workplace incidents and hazards.

RISK MANAGEMENT

- Ensure that activities, functions, and responsibilities are carried out under statutory obligations and legal procedures, with minimal exposure to risk and litigation.

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- Ensure Council's Risk Management Policy and Procedures are observed and complied with at a personal level.
 - Participate actively in the identification and reporting of risks and contribute to the implementation of identified controls.
 - Perform the position functions and duties in accordance with risk management provisions of their position description or contract.
 - Identify and mitigate risks to ensure safe environments for children and staff.
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ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Accountable to the Manager Community and Culture for the quality, effectiveness, cost and timelines of work plans and programs and for the care of the assets being used.
 - The freedom to act is governed by policies, objectives and budgets with frequent prior consultation with the Manager Community and Culture and a regular reporting mechanism to ensure adherence to plans and the achievement of goals and objectives.
 - Decisions and actions taken at this level may have a significant effect on the programs or projects being managed or on the public perception of the wider organisation.
 - The impact of decisions made or advice given may have a substantial impact on individual clients or classes of clients.
 - The work may be of an investigative nature, analytical, or creative nature, with the freedom to act generally prescribed by a more senior position.
 - The quality of work can have a significant effect on the policies which are being developed.
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JUDGEMENT AND DECISION MAKING

- The incumbent is required to exercise professional and independent judgment and decision-making, free of bias or political consideration, to ensure that both judgment and decision making is aimed at achieving Council objectives by accountability requirements of that position.
 - The position requires the ability to determine an appropriate response given the particular circumstances within the range of duties covered by the position applying specialised methods, procedures, and Processes generally developed from theory or precedent.
 - The incumbent solves problems by applying these specialised methods and procedures to new situations, but also recognises when the established techniques are not appropriate.
 - The Early Years Coordinator is available for advice and may direct nurses on clinical and policy issues.
 - The position involves both problem-solving and policy development.
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SPECIALIST KNOWLEDGE AND SKILLS

- Comprehensive understanding of the unit's long-term objectives and a strong appreciation of the broader goals of Council.
- Demonstrated ability to work autonomously as a clinical nurse specialist, requiring minimal day-to-day supervision while delivering high-quality care.
- Proven skills in conducting thorough assessments, managing cases effectively, and making appropriate referrals to support the needs of families and children.
- In-depth knowledge of current challenges and trends affecting Maternal and Child Health services and the ability to address these issues effectively.
- Strong understanding of Maternal and Child Health Guidelines and program standards, ensuring compliance with best practices in service delivery.
- Experience in leading and facilitating group work, effectively engaging families and community members in supportive activities and programs.

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- Ability to actively contribute to the planning, development, and continuous improvement of Maternal and Child Health services, aligning them with community needs.
 - A thorough understanding of the importance of confidentiality and the ability to handle sensitive information with discretion and professionalism.
 - Comprehensive understanding of mandatory reporting requirements and a commitment to ensuring compliance with relevant legislation and policies.
 - Ability to identify, access, and utilize a variety of support services available to families, ensuring they receive appropriate assistance and guidance.
 - Strong computer skills, including the ability to collect and maintain data electronically, communicate effectively via current technologies, and ensure accurate documentation.
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MANAGEMENT SKILLS

- Proven ability to oversee the day-to-day operations of the centre, ensuring smooth functioning and high-quality service delivery.
- Demonstrated proficiency in prioritising tasks and managing time effectively to meet deadlines and organisational goals.
- Strong capability to supervise and support employees with extensive experience, fostering a collaborative and productive work environment.
- Ability to manage the unit to achieve its objectives and goals while considering organisational constraints, external opportunities, and challenges.
- In-depth knowledge of the organisation's long-term goals, as well as the legal, political, and social context in which it operates, ensuring alignment with strategic priorities.
- Advanced documentation and computer skills to maintain accurate records, manage data, and utilize current technologies for effective communication and reporting.
- Capability to supervise and mentor students as required, contributing to their development and learning in a professional setting.

INTERPERSONAL SKILLS

- Proven ability to persuade, convince, or negotiate effectively with clients, members of the public, colleagues, and other stakeholders to achieve specific objectives.
- Well-developed communication skills for engaging with parents and young children, fostering trust and understanding.
- Capacity to establish and maintain supportive, respectful, and professional relationships with families utilizing the service.
- Ability to build and sustain cooperative working relationships with a range of agencies and professionals to enhance service delivery.
- Demonstrated ability to work flexibly and effectively as part of a team, contributing to a positive and productive work environment.
- Strong ability to manage and resolve conflicts constructively while maintaining professionalism and focus on solutions.

QUALIFICATIONS AND EXPERIENCE

Essential:

- Bachelor's degree in Early Childhood Education, Nursing, or a related field.
- Leadership experience in early childhood or maternal and child health services.
- Strong understanding of child development, health frameworks, and community engagement.
- Excellent communication and interpersonal skills.
- Ability to lead teams and promote collaboration.

POSITION DESCRIPTION

Desirable:

- Postgraduate qualifications in Leadership, Health, or a related field.
- Experience working with diverse and multicultural communities.
- Proficiency in digital tools for education and health management.

KEY SELECTION CRITERIA

- Demonstrated ability to communicate effectively across diverse audiences and facilitate meaningful conversations, ensuring clear information exchange and relationship-building.
- Proven experience in engaging with and working alongside community groups to enhance their capacity, promote collaboration, and achieve shared goals.
- Demonstrated ability to lead, motivate, and develop staff across various locations and disciplines, fostering a positive and high-performance work culture.
- Qualification in Child, Family, and Community Health Nursing (Certificate, Graduate Diploma, or master's level), as recognized for practice in the state of Victoria.
- Significant experience in Maternal and Child Health practice, with a demonstrated commitment to universal access and participation for all children from birth to school age and their families, including flexibility to meet diverse needs.
- Ability to foster partnerships with families, service providers, state and local governments, ensuring collaborative efforts in service delivery and community health outcomes.
- A demonstrated commitment to delivering services in a family-centered, strength-based manner that respects the diversity of families and encourages empowerment and resilience.
- Experience working with vulnerable or high-risk families, demonstrating an understanding of the additional challenges they face and tailoring support to meet their unique needs.
- Familiarity with relevant local and state health policies and frameworks, particularly those related to early childhood development, maternal health, and family support.
- Experience in planning, implementing, and evaluating health and community service programs, with an ability to manage budgets, timelines, and resources effectively. Ability to work effectively with families from diverse cultural backgrounds, demonstrating cultural sensitivity and respect in all aspects of service delivery.

TERMS AND CONDITIONS OF EMPLOYMENT

The Early Years Coordinator position is classified as a Maternal and Child Health Nurse Coordinator within the Strathbogie Shire Council Enterprise Agreement No 10 - 2023. The salary range for this position is above MCH plus superannuation in line with legislation and Income Protection per annum commensurate with qualifications and experience. Normal hours are between 8.45 am and 5.30 pm with a 45-minute lunch break, Monday to Friday. Membership of a superannuation fund is compulsory (the default fund is Vision Super). Annual, sick, and long service leave accruals will apply in accordance with the Strathbogie Shire Council Enterprise Agreement No 10 - 2023.

SIGNATURES

EMPLOYEE

Name:

Signed:

Date: