



# JOB DESCRIPTION

## **Mission**

*Wanslea promotes community, family, and individual development through partnerships and services*

## **Vision**

*Excellence and leadership in services for the community, families and children*

## **Values**

*Respect for staff and those engaged with our services*

*Integrity in how we work through honest and fair practices*

*Collaboration through evidence based practices that ensure quality service provision*

## **Child Safety**

*Wanslea employees and volunteers are expected to behave respectfully towards children and young people and to actively create a safe environment for all children and young people who come into contact with Wanslea's services*

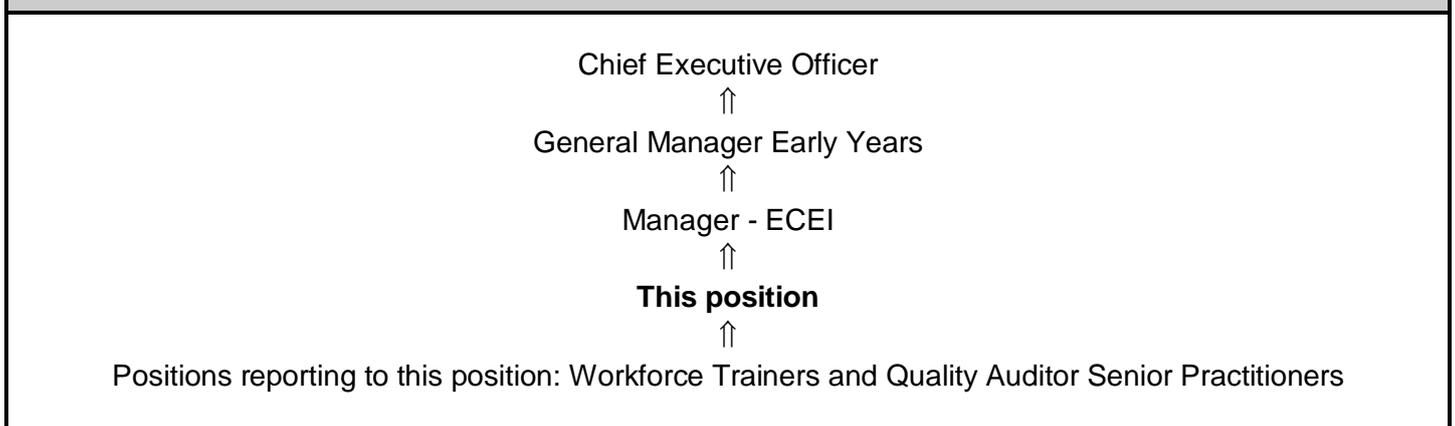
## **POSITION DETAILS**

Position Title:	Coordinator – Quality, Training and Community
Program:	Early Years
Location:	Murdoch
Salary:	Wanslea Family Services Agreement; Level 7

## **PURPOSE**

This position is responsible for the coordination of workplace training and quality assurance activities, and community activity reporting across the ECEI program

## **REPORTING RELATIONSHIP**



## KEY DUTIES AND RESPONSIBILITIES

	Assist the ECEI Manager to implement the Practice Governance and Quality Framework
	Establish quality and safeguarding reporting, and monitoring systems
	Develop, implement, coordinate and evaluate strategies and systems to ensure an integrated approach to community capacity building across regions
	Develop and coordinate the Wanslea ECEI training program across regions in accordance with the program guidelines and the Practice Governance and Quality Framework
	Guide service mapping activities across the regions and establish relevant partnerships as appropriate
	Work collaboratively with a range of key stakeholders to develop cross-regional initiatives that are consistent with meeting identified needs in the community and the objectives of the service
	Participate in the development of monthly and quarterly reports
	Support the development and communication of the role, goals and function of the ECEI program
	Uphold and adhere to privacy and NDIA's Information Technology Usage requirements in line with program obligations
	Adhere to Wanslea policies and procedures
	Other duties as directed
<b>Team Participation</b>	
	Contribute to the achievement of the goals in Wanslea's Strategic Plan and the overall objectives of the organisation
	Build a cohesive team and provide constructive feedback, coaching and mentoring to team members
	Effectively and constructively represent Wanslea and ECEI within the community, government and non-government sectors
	Adhere to all Workplace Health and Safety policies and procedures
	Other duties as directed

<b>COMPETENCY PROFILE</b>	
<b>ESSENTIAL CRITERIA</b>	
<b>Qualifications</b>	
	Degree in Allied Health (Occupational Therapy, Speech Pathology or Physiotherapy), Bachelor of Education or other relevant professional field
	Certificate IV or Diploma in Training and Assessment or equivalent qualification
<b>Experience, Skills and Knowledge</b>	
	Demonstrated experience in the development, coordination and delivery of training plans aligned to quality, adult learning principles and program standards
	Demonstrated understanding of the National Disability Insurance Scheme and the needs of children and families with a disability
	Awareness and understanding of the functional and social impact of disability and the importance of social inclusion
	High level verbal and written communication including the ability to engage and communicate with various groups, tailoring communication to suit specific target groups
	Demonstrated experience in the implementation and coordination of quality assurance across a program or business unit
	Demonstrated high-level administrative skills including the ability to use technology to record, retrieve and report information
	Demonstrated leadership and change management skills including the ability to develop and support an effective team
	Demonstrated understanding of "child safe" environment
	Proven organisational and time management skills with the ability to prioritise multiple tasks and meet agreed deadlines
	Ability to identify key stakeholders and build strong effective working relationships and partnerships
	Capacity to work creatively and independently, demonstrate initiative and actively develop a supportive team environment
	Current satisfactory National Police Clearance
	Current WA 'C' Class Driver's licence
	Current Working with Children Card
<b>DESIRABLE CRITERIA</b>	
	Experience in a similar role in an organisation supporting people with disabilities
	Demonstrated experience of working within a diverse community and/or training in cultural sensitivity for working with Aboriginal and Torres Strait Islander and CALD communities
	Current First Aid Certificate

**CERTIFICATION**

The details contained in this document are an accurate statement of the responsibilities, competencies and other requirements of the job.

**CHIEF EXECUTIVE  
OFFICER:**

**DATE:**        /        /

\_\_\_\_\_

Tricia Murray

As position holder I have noted the statement of the responsibilities, competencies and other requirements as detailed in this document.

**POSITION HOLDER:**

**NAME:**

\_\_\_\_\_

**SIGNATURE:**

**DATE:**        /        /