

# Position Description

## Early Childhood Coordinator

### Position Details

<b>Position Title:</b>	Early Childhood Coordinator (ECC)
<b>Status:</b>	As per employment contract
<b>Division:</b>	Community
<b>Classification:</b>	SCHADS Level 5
<b>Position Reports to:</b>	Regional Manager
<b>Direct Reports:</b>	Nil

### Play Matters Purpose

Play Matters Australia (formerly Playgroup Queensland) is a registered charity with the Australian Charities and Not-For-Profit Commission. In conjunction with government, non-government, and community agencies, Play Matters supports and establishes state and national parenting programs aimed at families with young children. Play Matters also acts as a voice to the government and the wider community on early childhood and parenting.

Operating for more than 50 years, our Company aims to provide children from birth to five years with the best start to their life by providing their parents and caregivers with skills and confidence to support their child through the fundamental act of play. Our Company ethos of recognising parents and caregivers as a child's first teacher is embedded in all programs. Play Matters has developed and delivers a range of tailored, early intervention programs that are underpinned by evidenced-based methodologies. Our programs are both government-funded and operate commercially across Queensland and Australia.

### Purpose of the Position

The ECC initiative helps families facing challenges to access early childhood education, health, and development services. The main role of the ECC is to support children and families in vulnerable situations. This includes helping families who are not currently connected with early childhood or health services.

### Play Matters Values

The Play Matter Australia values are as follows. It is expected that all staff embody these values whilst working with Play Matters Australia.

#### **Creative & Fun**

We encourage innovation and celebration that is equitable and inclusive

#### **Collaborative**

We work together effectively to build relationships, harness everyone's capabilities to achieve positive outcomes



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<b>Welcoming &amp; Inclusive</b>	We foster a friendly, supportive environment that embraces diversity and contributes to a respectable/safe culture
<b>Contemporary practice</b>	We keep abreast of emerging challenges, opportunities, and current practice, striving to continually improve to enact positive change
<b>Accountability</b>	We are committed to honesty and integrity and take responsibility for actions to ensure effective stewardship

### Play Matters Statement of Commitment to Children

Play Matters Australia is committed to the safety of children and young people across the organisation. All children and young people have a right to feel safe and to be safe at all times. PMA will not tolerate any abuse or neglect of children or young people involved with our programs. Refer to the Play Matters Australia full [Statement of Commitment](#) here.

### Key Relationships

<b>Internal Relationships:</b>	Area Manager Regional Manager Community Development Officer Facilitators PMA team members and volunteers
<b>External Relationships:</b>	Relevant community organisations and early childhood service providers Health providers, schools and the Department of Education Parents/Carers/Families with children under 5 years old

### Key Responsibilities

The key responsibilities for this role will include the following, as well as those that may be delegated from time to time by the Regional Manager. Performance outcomes and measures will be outlined and reviewed yearly in accordance with PMA's Performance Review policy and procedures.

#### Advocate

- Advocates for Play Matters vision, mission, and strategy

#### Service Delivery

- Provides drop-in services to playgroups (affiliated and unaffiliated) across the region to promote coordination supports
- Provides outreach services to families at home or close to home



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- Attends community engagement events to promote coordination supports
- Collaborates with the Community Development Officer to establish new community playgroups where a need is identified
- Collaborates with local playgroups (affiliated and unaffiliated) to support welcoming new families to playgroup
- Works with families to understand their needs, provide practical support and connect them to appropriate services
- Facilitates active referrals to specialist services
- Supports families in navigating service pathways
- Assists families in transitioning their children to early childhood education and care services
- Supports smooth transitions into school, working with Family Support Coordinators
- Collaborates with community members and Elders to ensure services meet community needs
- Engages in local planning initiatives to support early childhood transitions
- Maintains professional boundaries by directing families to appropriate resources/referral pathways to assist with their needs outside of the scope and context of program delivery
- Collaborates with partnering organisations to enhance program effectiveness
- Monitors program deliverables including stakeholder engagement, liaison with partners, time and budget to ensure alignment to the program outcomes/program manual specifications
- Supports the evaluation process for continuous improvement purposes

### Regional Networking

- Promotes PMA within the local community to encourage active and ongoing participation of families
- Plans, coordinates and delivers marketing and promotional events to build awareness of program and engage hard to reach families
- Establishes and maintains networks with local service providers and/or other community agencies for continued program and Organisational growth
- Engages with other ECCs across PMA and the statewide network to contribute to the development of a consistent service delivery model and a collaborative learning community.

### Compliance and Administration

- Completes general administrative tasks as directed by the Regional Manager
- Coordinates and/or completes all administrative and reporting tasks in a timely manner and in accordance with the contractual requirements of the program funder/s
- Collects and maintains accurate data entry in the appropriate information management system
- Supports the Regional Manager with reporting
- Ensure compliance with all relevant legislation pertaining to this position
- Contributes to the development of ECC related service model documentation as the program evolves
- Complies as far as able with any reasonable instruction, policy or procedure that is given by Play Matters Australia
- Maintains the privacy and confidentiality of program participants

### Workplace Health & Safety (WH&S)

- Takes reasonable care of personal health and safety and ensures actions or omissions do not adversely affect the health and safety of other persons
- Contributes to a workplace environment and culture that adheres to WH&S legislation
- Commits to child safe practices and principles



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### Capabilities for Success, Experience and Qualifications

Within the context of the role described above, the ideal candidate will be someone who can demonstrate the following capabilities. Please refer to the PMA Capability Library (available on commencement of employment) for further information surrounding specific behaviours associated with each capability listed below.

#### PMA Values

Capability	Description	Level of Proficiency
<b>Values Alignment</b>	Embodies the PMA values of Creative & Fun, Collaborative, Welcoming & Inclusive, Contemporary practice, and Accountability.	2

#### Core Capabilities

Capability	Description	Level of Proficiency
<b>Achieving</b>	Utilises resources, systems and process to achieve results in addition to taking initiative, monitoring progress with a commitment to quality outcome.	2
<b>Learning</b>	Demonstrates self-awareness, and self-motivation for continuous learning, taking onboard feedback and applying new skills on the job.	2
<b>Self-regulation</b>	Manages one's behaviour through self-monitoring, self-evaluation and self-reinforcement, responding to pressure, adversity and/or setbacks effectively and exhibiting courage in the best interests of the Organisation.	2
<b>Service Orientation</b>	Manages service expectations and demonstrates a concern for client needs and satisfaction.	2



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<b>Teamwork</b>	Actively participates as a member of a team, collaborating and supporting others, leveraging off the teams skills, sharing knowledge and moving the team toward the competition of goals.	2
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### Role Specific Capabilities

Capability	Description	Level of Proficiency
<b>Communication</b>	Uses communication tools, techniques and methods to transmit, and encode messages/information effectively. Responds by applying a range of communication behaviours.	2
<b>Diligence</b>	Adheres to policy, procedures, legal and safety obligations, identifying risks, contributing to improvements, and keeping abreast of company policy/procedure changes.	2
<b>Industry Knowledge</b>	Knowledge of the industry and legislation that surrounds practice and PMA specific knowledge including services/principles and ability to apply on a daily basis.	2
<b>Relationships</b>	Builds and maintains professional working relationships and networks with internal and external stakeholders.	2

### Qualifications and/or Experience

- Relevant Early Childhood/Human Services qualifications and/or an equivalent level of expertise and experience to undertake the key responsibilities
- Experience in community development, early childhood, and building/maintaining partnerships
- A demonstrated understanding of Aboriginal and Torres Strait Islander cultures, histories, and perspectives
- Strong interpersonal and communication skills, with the ability to build meaningful connections with families and children
- A commitment to providing culturally safe and supportive environments for children



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### Other Requirements of this Role

- Holds or is eligible to hold a Working with Children Check
- Current open drivers license and use of own vehicle

### Additional Information

- You will be actively supported in your role including access to learning and development opportunities

### Acknowledgement and Acceptance of Position Description

Name: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature: \_\_\_\_\_

