

## POSITION DESCRIPTION

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| <b>General Information:</b>         |                                                     |
| <b>Position Title:</b>              | Senior Program Coordinator, Parenting & Early Years |
| <b>Incumbent:</b>                   |                                                     |
| <b>Function &amp; Team/Program:</b> | Child and Parent Centres (WA)                       |
| <b>Location(s):</b>                 | Child and Parent Centre – Westminster, WA           |
| <b>Manager's Position Title:</b>    | Child and Parent Centre Manager                     |
| <b>Manager's Name:</b>              | Julie McKay                                         |
| <b>Date Prepared:</b>               | 22/09/2025                                          |
| <b>Prepared By:</b>                 | Julie McKay and Cailey D'Andrea                     |
| <b>Approved By:</b>                 | Julie Walker                                        |

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| <b>Primary Purpose of this Position (<i>In one sentence - why does the role exist?</i>)</b>                                                                                                                                                                                                                                                                                                                                                                                             |
| This role supports the delivery of services through the Child and Parent Centre (CPC), ensuring consistent and high-quality support for parents, carers, and children from birth to eight years. The focus of the role includes providing evidence-based support for parents, planning and delivering community and early learning programs, evaluating their effectiveness, and engaging with key stakeholders—especially partner schools—to strengthen connections and collaboration. |

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| <b>Scope:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                           |
| <b>Direct Reports to this Position</b>                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Indirect Reports</b>                                                   |
| By Position Title                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Total Number                                                              |
| <ul style="list-style-type: none"> <li>Volunteers (in absence of Centre Manager)</li> <li>Early Learning Program Assistants (in absence of Centre Manager)</li> </ul>                                                                                                                                                                                                                                                                                               | Nil                                                                       |
| <b>Financial Dimensions controlled by this Position (<i>Include key financial metrics such as revenue growth, income &amp; expense budget, etc</i>)</b>                                                                                                                                                                                                                                                                                                             |                                                                           |
| <b>Direct control</b>                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Indirect control</b>                                                   |
| <ul style="list-style-type: none"> <li>As per the organisations Delegation of Internal Authorities</li> </ul>                                                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>External Funding Grants</li> </ul> |
| <b>Other Dimensions of this Position</b>                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                           |
| <ul style="list-style-type: none"> <li>Follow Health and Safety, risk management, and The Smith Family Child Safeguarding Framework to keep the environment safe for staff and families.</li> <li>Plan and run age-appropriate, high-quality early learning activities for children from birth to eight years, including playgroups, school holiday programs, and kindergarten transition sessions, using best practices in all parent-child activities.</li> </ul> |                                                                           |

- Lead parent consultations and occasionally parent workshops, using proven, evidence-based approaches. Promote community involvement in CPC Westminster and organise school-based activities like parent workshops, crèche services, and health programs.
- Build strong relationships with partner schools to support smooth transitions into school and help families feel connected to the school community.
- Participate in reflective practice with the CPC team after delivering programs and activities.

### **Setting Priorities** *(how is work prioritised)*

|                                                                                                          |                                                                                                                                                                                                   |
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| How often does employee prioritise their own work?<br>E.g. Daily, weekly, monthly, annually, other       | <ul style="list-style-type: none"> <li>• Daily (Resource/workload allocation)</li> <li>• Weekly (Staffing allocation) in absence of CPC Manager</li> <li>• Termly (Program scheduling)</li> </ul> |
| How often does employee determine the priorities of others? E.g. Daily, weekly, monthly, annually, other | <ul style="list-style-type: none"> <li>• Daily (Resource allocation)</li> <li>• Weekly (Staffing allocation) in absence of CPC Manager</li> </ul>                                                 |

### **Key Relationships** *(Who does the role interact with? List the titles of individuals, departments and organisations frequently interacts with)*

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| <b>Internal</b> | <ul style="list-style-type: none"> <li>• Child and Parent Centres Westminster &amp; Roseworth teams</li> <li>• Communities for Children team</li> <li>• Learning for Life team</li> <li>• Saver Plus team</li> <li>• The Smith Family State &amp; National teams</li> </ul>                                                                                                                                                                                 |
| <b>External</b> | <ul style="list-style-type: none"> <li>• Local families and children</li> <li>• Principals and staff of partner schools</li> <li>• Department of Education Primary, Early Childhood and Education Support team</li> <li>• Government stakeholders including Child Health team, based on-site</li> <li>• Non-government agencies</li> <li>• CPC Westminster Local Advisory Committee members</li> <li>• External WA Child and Parent Centre teams</li> </ul> |

### **Key Decision Making in this Role:** *(What are the key decisions and recommendations made in this role?)*

#### **Decisions Expected**

- Choose which activities and programs to offer, including planning, delivering, and reviewing them.
- Work with carers to understand and support each child's physical, social, and emotional needs in the early learning setting.
- Refer families to other services when needed, in partnership with the child's carer.
- Identify opportunities for team member professional development.

#### **Recommendations Expected**

- Review programs and suggest ways to improve their quality.
- Recommend proven (evidence-based) parenting strategies in partnership with carers.
- Identify opportunities for strategic partnerships and collaboration.

### **Every Team Member at The Smith Family:**

- Is expected to uphold The Smith Family Values and Culture.
- Understands and complies with the Child Protection Framework.
- Takes reasonable care for the health and safety of themselves and others.
- Understands and complies with the Workplace, Health and Safety Systems.
- Reports hazards and incidents and participates in risk management as required.

| <b>Key Responsibilities / Accountabilities:</b>                                                                                                                                                                                    |  |
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| <b>Major Area: Family Engagement, Community Capacity Building and Program Delivery</b><br><b>% of Job Total: 60%</b>                                                                                                               |  |
| Strengthen family engagement by building strong, trusting relationships to support their ongoing involvement with community services, resources, and schools.                                                                      |  |
| Apply strategies to increase family participation in centre programs, and support families who may need referrals to other services.                                                                                               |  |
| Plan, deliver, and review early learning programs and support parents to assist their child's physical, social, and emotional development, and work with families to make early referrals if there are any developmental concerns. |  |
| Create a safe, welcoming, and inclusive space for families and children. Help families connect with each other and link them to local community and support services.                                                              |  |
| Encourage parents to stay involved in their child's learning and education.                                                                                                                                                        |  |
| <b>Major Area: Building collaborative partnerships with relevant stakeholders and service system linkages</b><br><b>% of Job Total: 25%</b>                                                                                        |  |
| Build strong partnerships with key stakeholders using a family-centred, strengths-based approach and stay up to date with early childhood programs and education services.                                                         |  |
| Apply strategies to create collaborative opportunities with partner schools and local family support agencies to improve outcomes for children, families, and the community.                                                       |  |
| Keep the CPC team informed about community views, early and primary years services, local activities, and emerging issues.                                                                                                         |  |
| Represent The Smith Family at networking events and work collaboratively to support the CPC's goal of better coordination and integration of services.                                                                             |  |
| Use strategies to support ongoing community service mapping and collect data to help identify service gaps and emerging trends.                                                                                                    |  |
| <b>Major Area: Child and Parent Centre Operations</b><br><b>% of Job Total: 15%</b>                                                                                                                                                |  |
| Participate in the ongoing development and implementation of the CPC Community Plan.                                                                                                                                               |  |
| Create resources to promote programs offered through the Child and Parent Centre, following The Smith Family and Department of Education guidelines for communication, logo use, and style.                                        |  |
| Provide administrative support to the centre, including helping to organise and manage quarterly Local Advisory Committee meetings.                                                                                                |  |

| <b>Key Challenges in Achieving Goal(s):</b> <i>(What are the key challenges faced by this role in meeting goals/objectives)</i>                                                                                                                                                                                                                                                                                                                                                  |
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| <ul style="list-style-type: none"> <li>• This role involves flexible working arrangements, including occasional work outside regular hours and travel between program locations.</li> <li>• It requires being responsive to the changing needs of the service, community, and sector within a place-based approach.</li> <li>• The role also involves balancing the coordination and facilitation of programs and activities to ensure smooth and effective delivery.</li> </ul> |

| <b>Qualifications, Experience and Competencies:</b> <i>(What background, knowledge, experience or competencies are required to perform the role at the expected level?)</i> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <b>Education / Qualifications / Memberships:</b>                                                                                                                            | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Desirable                                                                                                                                                                                                                                                                                                                                                                                        |
|                                                                                                                                                                             | <ul style="list-style-type: none"> <li>A qualification or significant experience in Community Development, Community Services, Social Sciences, Early Childhood, or a health-related field is required.</li> <li>National Criminal History Screening.</li> <li>Department of Education screening.</li> <li>WA Working with Children Check.</li> <li>Current WA drivers' licence.</li> </ul>                                                                                     | <ul style="list-style-type: none"> <li>Family Partnership Model Training.</li> <li>Evidence-based parenting qualification(s)</li> <li>Senior First-Aid Certificate.</li> </ul>                                                                                                                                                                                                                   |
| <b>Experience:</b>                                                                                                                                                          | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Desirable                                                                                                                                                                                                                                                                                                                                                                                        |
|                                                                                                                                                                             | <ul style="list-style-type: none"> <li>Experience working with culturally diverse children and families and respect for different cultural practices and values.</li> <li>Knowledge and experience in delivering evidence-based parenting strategies, especially those that support early parenthood and family-centred practice.</li> <li>Experience in building partnerships with local stakeholders to develop, deliver, and support early childhood initiatives.</li> </ul> | <ul style="list-style-type: none"> <li>Knowledge and experience in planning and delivering early years programs, aligned with the Early Years Learning Framework.</li> <li>Familiarity with local family support services and community resources in the Mirrabooka region.</li> <li>Experience working with school principals and staff to build strong, collaborative partnerships.</li> </ul> |
| <b>Competencies:</b>                                                                                                                                                        | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Desirable                                                                                                                                                                                                                                                                                                                                                                                        |
|                                                                                                                                                                             | <ul style="list-style-type: none"> <li>A sound understanding of early childhood development, including key milestones in social, emotional, cognitive, and physical growth.</li> <li>Strong interpersonal skills are essential, including the ability to communicate clearly and respectfully with parents, children, and multidisciplinary teams, while building trusting relationships.</li> </ul>                                                                            | <ul style="list-style-type: none"> <li>An understanding of The Smith Family's mission and vision is important for this role.</li> </ul>                                                                                                                                                                                                                                                          |