

POSITION TITLE:	Karitane Mid Coast Programs Coordinator
DEPARTMENT:	Community Programs
OPERATIONAL BASE:	First Steps Count, Taree
CLASSIFICATION:	Health Services Manager Level 1
STATUS:	Part time 32 hours per week up to June 2027
VACCINATION CATEGORY:	A
RESPONSIBLE TO:	NSW Community Programs Manager

Purpose

This is a rewarding opportunity to make a meaningful difference in the lives of children, parents and families across the Mid Coast community. As team leader, you will provide supportive leadership to the local Karitane team, guiding a small, dedicated workforce to deliver evidence-based parenting education, family support, navigation services and therapeutic programs.

Working closely with families, community organisations and key stakeholders, you will coordinate the design, delivery and continuous improvement of child and family initiatives that respond to local needs. You will be passionate about strengthening family wellbeing, building community connections and ensuring families can access the right support at the right time

Karitane staff provide safe, effective, quality care consistent with the organisation's mission, philosophy, values and standards of care, and adhere to the Professional Code of Conduct. Karitane is committed to providing a safe, inclusive, and empowering environment for all children and young people. We are dedicated to upholding the Child Safe Standards, all staff share responsibility for maintaining a child-safe culture.

KEY SELECTION CRITERIA:

Relevant qualifications and demonstrated experience in health, social services, community services, education, child and family health, or a related field.

1. Demonstrated experience leading, mentoring and supporting multidisciplinary teams to deliver high-quality, family-centred services within a community setting.
2. Proven ability to engage children, parents and families through community outreach, relationship building, program promotion, workforce development and participation initiatives.
3. Strong knowledge of the social, cultural and environmental factors impacting children and families, including First Nations families and those experiencing social, economic or geographic disadvantage, with the ability to apply strengths-based and partnership approaches.
4. Demonstrated experience developing referral pathways, fostering collaborative partnerships, improving service delivery processes, and identifying and responding to the diverse needs of children and families.

5. Exceptional written and verbal communication skills, including report writing, data collection and interpretation, stakeholder engagement, community consultation, presentation skills, and conflict resolution.
6. Ability to work autonomously, prioritise competing demands, manage projects and programs effectively, and contribute to continuous improvement within a dynamic community-based environment.

CONDITIONS OF EMPLOYMENT

Various employment status is in accordance with the Named NSW (Non - Declared) Affiliated Health Organisations' Health Employees Agreement. Shift times and days may be varied according to the needs of the organisation. Karitane services are provided at a number of sites within the Sydney Metropolitan Area and across NSW.

The majority of Karitane services close for approximately two weeks over the Christmas/New Year period, during which time employees are required to take leave.

Karitane supports a smoke free environment including grounds, buildings and vehicles. Applicants will have a commitment to EEO & WHS, ethical practice and the principles of cultural diversity.

Relevant Police Check, Working with Children Check, Apprehended Violence Orders and prior employment checks, including relevant disciplinary proceedings, will be conducted on recommended applicants

VACCINATIONS

- Category A workers are required to meet and maintain the vaccination criteria (as per the current NSW Health policy directive) including annual influenza vaccinations. At least three doses of a COVID-19 vaccine will be required to provide a record of your COVID-19 vaccination status if successful. Annual Influenza vaccinations are mandatory.

STATEMENT OF DUTIES

Listed are the primary duties of this role and the Performance Standards required to undertake the duties.

- Providing efficient clerical assistance and prioritise duties effectively.
- Creating a polite and courteous interface between the staff, clients and public.
- Ensuring accurate and timely completion of all records.

Full advert and position description can be found on our Karitane website
Careers at Karitane | Join Our Team & Support Families

Inquiries and applications addressing the key selection criteria in your cover letter and your resume should be addressed to:

Lee Bratel

Leanne.bratel@health.nsw.gov.au | 0407207643 | Mon-Thurs

Your application can be submitted via this link:

<https://karitane.elmotalent.com.au/careers/vacancies/job/view/32>

Close date: Has been extended to Friday 4 September 2026