

Position Description

Kindergarten Inclusion Support (KIS) Coordinator



Location:

- Based in Ballarat, Central Highlands and Western Metropolitan Regions

Classification:

- Children Services Award 2010

Organisational Focus:

Pinarc Disability Support provides a broad range of services across the lifespan to individuals and families. We strive to make a positive difference in peoples lives by providing them with opportunities to maximise their potential.

Underpinning all customer services is an approach to service delivery that is committed to ensuring that customers, their families and carers are at the very centre of decision making in matters related to their support needs and life choices. Our commitment includes supporting and empowering people of all abilities, Aboriginal and Torres Strait Island peoples, those from culturally and linguistically diverse backgrounds, those identifying as lesbian, gay, bisexual, transgender, intersex, queer, asexual/agender or other diverse sexual orientations and genders (LGBTIQA+). We actively promote the safety of children.

Primary Objective:

The specific objectives of this role include:

- To coordinate the day to day support for the KIS program

Duties and Responsibilities:

Service Delivery

- Coordinate staff placements with the kindergarten educator
- Ensure staff timesheets are correct and submitted within organisational timeframes
- Promote the KIS program to parents and professionals through mediums such as information sessions
- Manage the recruitment, selection and retention of staff in collaboration with Human Resources
- Coordinate Memo or Understanding (MoU) with kindergartens and ensure invoices are correct and approved within organisational timeframes

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Staff Supervision

- Coordinate, roster and provide support to staff
- Provide orientation to new staff
- Participate in the organisation's supervision program and annual performance review

Relationships

- Actively participate as a member of the broader Therapy Education and Support team in planning and service delivery and development

Organisational

- Participate in the quality framework and associated activities to continuously improve services
- Be aware of and comply with Occupational Health and Safety systems and processes.
- Use safe manual handling principles in work undertaken for the role.
- Be aware of and comply with Pinarc policies and procedures
- Recognise and support cultural and spiritual diversity of service users
- Work collaboratively, recognising contributions from all members of the team
- Actively participate in collaborating with the broader organisation
- Maintain confidentiality of information received and given
- Positively represent the full range of Pinarc programs to the broader community

Qualifications:

- Certificate 4 in Business / Office Administration or equivalent is highly desirable

Experience:

- Experience working in kindergartens desirable
- Experience with administration duties desirable

Other Requirements:

- NDIS Worker Screening Check (includes Police Check)
- Victorian Employee - Working With Children Check
- Pre-Employment Health Declaration
- Satisfactory completion of the NDIS Worker Orientation Module

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Key Selection Criteria:

Demonstrated experience in the following;

- Understanding of the needs of children with disabilities, and the support required by early childhood educators for successful inclusion
- Recruiting and engaging staff
- Rostering of staff
- Ability to undertake a variety of administrative tasks
- Ability to work collaboratively within a team
- Commitment to education for community capacity building
- Strategies to manage situations involving conflict
- Understanding of health and safety requirements of the role and of those working in kindergartens

Reports To:

Manager Therapy Education and Support Services

Accountability:

Accountable to the CEO through the Manager Therapy Education and Support Services

Extent of Authority:

According to the Delegations of Authority Policy.

Pinarc Disability Support Inc (Victoria) ABN 42 761 925 547

The liability of Pinarc Disability Support Inc ARBN 630 354 826 members is limited

Summary of Specific Responsibilities:

Be aware of and comply with the organisations policies, procedures and other associated documentation relevant to the role.

Employee/Volunteer Statement:

I have read, understand and accept the above Position Description

Signed: Date: / /

Name: