

Position	Program Coordinator Children’s Services	
Key Requirements (Qualifications, Skills, Knowledge and Experience)	<p>Essential Qualifications/Experience:</p> <ul style="list-style-type: none"> • Diploma or higher in counselling, education or similar tertiary qualification • Experience in supporting the emotional and wellbeing needs of children • Experience in group facilitation • Experience in adult learning settings • Excellent written and verbal communication skills • Excellent computer literacy skills • Current Working with Vulnerable People Card • Current valid Driver’s Licence • National Police Check is required for all roles at LCM <p>Desirable Qualifications/Experience:</p> <ul style="list-style-type: none"> • Experience or demonstrated capacity to work in an organisation adopting a Christian ethos • Success in delivering support to children with complex needs • Experience of working with children within the education system • Ability to maintain positive professional relationships with clients and stakeholders • Demonstrated ability to work unsupervised • Positive history of following organisational policy and procedures 	
Summary of Role	<p>Children’s Services offer schools, childcare centres, community organisations, families and children a range of educative and therapy-based programs relating to trauma, grief, loss, anxiety, wellbeing, and emotional literacy. The service has expanded to now offer training to a wide range of interested people and organisations, including teachers, school chaplains, school nurses, child care educators, and community workers.</p> <p>The Program Coordinator Children’s Services will coordinate and manager the delivery of IO4K programs across the North West Coast of Tasmania. This will involve the facilitation of sessions with children and their families as well as the training and professional development of community and education professionals.</p>	
	Key Responsibilities	Key Performance Indicators (observable and measurable)
Program Engagement	<ul style="list-style-type: none"> • Be a public face of Children’s Services to clients, in schools and the local community • Facilitate programs within schools and community settings across the North West Coast of Tasmania • Provide advocacy and support for children and/or families when requested and appropriate • Provide referrals to external support services when required or requested • Support children’s emotional and wellbeing needs through the provision of programs • Undertake mandatory reporting responsibilities as outlined within the policies and procedures of the organisation 	<ul style="list-style-type: none"> • Children’s Services is well known and understood by key stakeholders • An agreed workload is maintained through the number of schools and clients supported • One on one support is provided in a sensitive and timely manner • Family support is provided as appropriate and needed • Referrals are made to other specialist support services when required or requested • Positive feedback received from clients and stakeholders • All mandatory reporting responsibilities are adhered to • Regular communication of quality professional learning opportunities to facilitators and volunteers

	<ul style="list-style-type: none"> • Provide, source, arrange professional learning opportunities for stakeholders, facilitators, volunteers and other interested people • Develop and publicise annual schedule of professional learning events for stakeholders, facilitators, volunteers and other interested people • Support the Training and Development Coordinator to maintain currency of facilitator training programs, manuals and resources • Support the Training and Development Coordinator to maintain a directory of all participants who have been trained, including date of training 	<ul style="list-style-type: none"> • Quality, relevant and engaging professional learning opportunities offered to LCM services • An annual calendar of a variety of workshops and courses created and distributed to the Children’s Services network • All training materials reflect best practice and are high quality, relevant and engaging • All training, workshops and courses reflect principle of effective adult learning • A simple process for collecting participant information, including dates of training
Administration	<ul style="list-style-type: none"> • Participate in the recording and reporting of statistical information and participant information as required • Communicate regularly with Program Support Officer regarding training event schedule for bookings and logistics • Assist in the development and delivery of new programs as appropriate • Assist, support and, where appropriate, coordinate the review and refresh of programs • Support administrative processes and systems • As directed and appropriate, manage budgets and reporting deadlines 	<ul style="list-style-type: none"> • Ongoing and accurate records are kept, and reporting requirements are met with consistency • Effective communication processes regarding program resources • Programs remain engaging, relevant and reflective of best practice • Administrative processes are effective and efficient • Expenditure is managed within budgets • Reports are professional and submitted on time
Learning and Development	<ul style="list-style-type: none"> • Actively engage with an external supervisor to maintain good self-care • Undertake opportunities for professional development to maintain currency of skills and knowledge as related to role • Participate in mandated organisational professional development • Participate in performance management system. 	<ul style="list-style-type: none"> • Regular sessions with external supervisor are maintained and evidence of self-care is shown • Employee is aware of training available and takes advantage of opportunities, within budget • HR Register of training shows evidence of participation • Performance reviews completed in line with policy and timetable

LAUNCESTON CITY MISSION VALUES

Faith	We have confidence that ethical actions will bring good results.
Justice	We take personal responsibility to uphold what is pure, right and true.
Compassion	We invest whatever is necessary to heal the hurts of others.



Flexibility	We are attentive and responsive to the changing needs in our community
Enthusiasm	We express joy in our work as we give it our best effort.