

Position Description

Job Title: Hub Program Co-ordinator
Organisation: Kingston East Community Centre
Location: 177 Meakin Road
Slacks Creek
Classification: SACS Award (1996) Level 5
Employment Status: Permanent part-time – 15 hours per week
Further Information: Contact Name: Colleen Blunt, Centre Co-ordinator
Phone: 3808 1684

The HUB Program

The HUB Program is an exciting new initiative of the Child Care Branch within the State Government's Department of Families.

The provision of services to children and families is the focus of the Child Care and Family Support HUB. The goal of this service integration is to attain a better match between clients' needs and the services provided through a more coordinated and responsive approach to delivering these services. The HUB strategy incorporates place planning processes, community development, and provides a new model for integrated service delivery. The Program will focus on the provision of child care and early childhood services and will include family support and parenting services as well as promoting adult education and personal development. Child care will form an integral component of the HUB.

The Kingston East Community Centre's HUB Program aims to:

- Support the community in developing integrated early childhood services that can respond to a range of child care and family support needs;
- Encourage the community to discover better links between a range of existing services;
- Promote best practice in the provision of community services that are responsive to the needs of families with dependent children; and
- Foster cross-government commitment to the provision of community services.

Organisation environment

The Kingston East Neighbourhood Group Incorporated is a non-profit community-based organisation funded through the State Government's Department of Families and exists to identify and respond to the needs of the community.

The Community Centre's purpose is:

- to be available to support all people within the community;
- to foster self-help rather than dependency;
- to be community focused and directed; and
- to use the strengths and resources of the Centre within a community development framework.

SELECTION CRITERIA

Key Selection Criteria:

1. Tertiary Qualifications within the social or behavioural sciences and /or significant experience in the field would be an advantage.
2. Sound written and verbal communication skills.
3. Proven organisational skills, demonstrated ability to work unsupervised and using initiative, with a strong sense of commitment.
4. A demonstrated knowledge and experience of community development principles.
5. A proven ability to work collaboratively within a team environment.
6. A demonstrated understanding of the links between child care, family support and education within a community development framework.
7. A proven ability to network and promote the program to Government and non-Government agencies and organisations and to the broader community.
8. A demonstrated ability to work within a social justice framework.
9. A sound working knowledge of group processes and group facilitation.

Other Selection Criteria:

1. A working knowledge of Microsoft computer programs including Internet access.
2. A current "C" class Driver's Licence.

Reporting relationships

The position reports directly to the Centre Co-ordinator who is responsible for providing on-line supervision to the HUB Program Co-ordinator.

A HUB Program Reference Group made up of Centre Program Co-ordinators will meet with the Hub Co-ordinator in the development and implementation stages of the Program.

Key Responsibilities

- Work within the philosophy and guidelines of the Kingston East Community Centre ensuring that all policies and procedures are implemented and adhered to.
- In collaboration with the Centre staff members, strategically plan for the development, implementation and delivery of the HUB Program.
- Work closely with the Director of the Occasional Child Care @ Kingston East Centre to determine the unmet child care needs of the community and to promote the well being of children and families in safe child care facilities.
- Using community development principles and practices, evaluate and prioritise needs and develop strategies in collaboration with the target groups.
- Develop, facilitate or co-ordinate the implementation of appropriate personal development programs in response to target group needs.
- Promote interest and participation by the target group and members of the broader community in Centre activities.
- Encourage greater participation and integration between organisations in the development and planning of community services through networking and collaboration with government and non-government organisations, individuals and community groups.
- Prepare and present monthly and annual written reports to the Management Committee of Kingston East Community Centre, and attend monthly meetings.
- Where possible, attend fortnightly staff meetings and participate in in-service training.
- Participate in the ongoing planning, development and implementation of service policies and procedures.
- In collaboration with the reference group and Centre Co-ordinator, participate in an Action Research Project as directed by funding body.

Kingston East Community Group
Application Form

Please complete the details below and attach as a cover sheet to your application.

Position: _____

Personal Details

Title: _____ Surname: _____

First Name: _____

Contact address: _____

_____ Postcode: _____

Contact Phone Numbers: _____ (day time)

_____ (after hours)

Details of Referees:

Name

Address

Phone Numbers

1.

2.

3.

OFFICE USE ONLY

Date Application Received: / /

Interview Shortlist: yes no

Comments: _____

References checked: 1. 2. 3.

Position Offered: date / / Position accepted: date / /

Contract signed: date / /