



Family Day Care Coordinator (Vietnamese Speaking) 16 hours/week

CASS Care Ltd is a multi-disciplined community services provider, with “CASS”, as our brand name, which is commonly known in the community. We are active in the provision of a comprehensive range of social welfare services, catering the needs from cradle to seniors, including residential aged care, home ageing, settlement and health, vocational and training, disability services, child care and many more community-based services. We are seeking an enthusiastic and highly skilled person to fill the above position in our child care services.

Position Summary:

The successful applicant is responsible to lead, guide and support a team of Family Day Care (FDC) educators in line with relevant regulations, policies and procedures, and assist them with the development, implementation and reflection of the educational program to provide a high-quality program for children in the early years of their development. The role is primarily based in CASS Family Day Care (CFDC) but may also be required to work temporarily in other work sites.

Main Duties and Responsibilities:

- (1) Provide supervision and guidance to FDC educators, and ensure they act in compliance with all statutory requirements;
- (2) Provide support to the Educational Leader and FDC educators to ensure FDC educator programs meet the goals of the approved learning framework (EYLF or MTOP);
- (3) Ensure continuous improvement in the provision of quality education and care services;
- (4) Ensure the safety, health and wellbeing of children under care;
- (5) Provide professional support and training to FDC educators;
- (6) Build and maintain positive relationships with children, families, FDC educators, staff and management to deliver best outcomes for families and children;
- (7) Assist to promote CFDC and prepare promotional materials, e.g. articles and social media postings;
- (8) Coordinate project-based services, activities or events; and
- (9) Provide ongoing support and assistance to FDC Team Leader.

Selection Criteria:

Essential	Desirable
<ul style="list-style-type: none"> • Diploma of Early Childhood Education and Care; • Previous experience in a leadership role in an Early Childhood setting; • Current First Aid, Asthma and Anaphylaxis Management Training, accredited Child Protection Training and Food Handler Basic Training certificates; • Clear Working with Children Check and National Police Check; • Excellent verbal and written communication skills in both English and Vietnamese; • Good interpersonal and supervision skills; • Computer literate; • Ability to work independently and as part of a team; • Committed, self-motivated and the ability to take on new challenges; and • Valid driver’s license and own vehicle. 	<ul style="list-style-type: none"> • Degree in Early Childhood from a recognised University (as listed on the approved qualification list by ACECQA)

Salary and employment conditions for the above position is as per Enterprise Agreement. Salary packaging is available. Discount child care fees are available for CASS’s long day care, before and after school and vacation care services.

How to Apply:

Applications in writing providing detailed resume, responses to the above requirements are to be forwarded to: Ms. Vickie Xu, Executive Officer /Human Resources Management, CASS Care Ltd, 44-50 Sixth Avenue, Campsie NSW 2194 or via email to recruitment@cass.org.au.

For enquiries on the positions, please contact Ms. Wendy Feng on (02) 9718 3999.

Only shortlisted applicants for interview will be notified.