



03/02/2010

Dear Applicant,

**Coordinator – SNIBS  
Part Time.**

Open Arms Care Inc  
ABN 44 452 203 318  
1 Elliot Close  
Bellingen NSW 2454  
Tel: 02 6655 2323  
Fax: 02 6655 2325  
Email: [info@openarms.org.au](mailto:info@openarms.org.au)  
Web: [www.openarms.org.au](http://www.openarms.org.au)

Thankyou for your inquiry, please find enclosed an information package for the above position.

Open Arms Care Inc (OAC) is an equal opportunity employer and appointment to a vacant position is based on the relative merit of each applicant's ability to meet the specific selection criteria. It is therefore in your best interest to address the essential and desirable criteria in your application.

**YOU MUST BE ABLE TO SATISFY ALL OF THE ESSENTIAL REQUIREMENTS** - these aspects of knowledge, skills or qualities are **MINIMUM** requirements for the position.

The **DESIRABLE** requirements are skills, knowledge or attitudes which are not essential to be eligible for the job, but which would help you to do the job more effectively. These qualities will be taken in to account, but lack of them may not prevent you from attaining an interview for the position.

It is OAC policy is to undertake a Working With Children Check and a pre employment check for relevant criminal convictions.

Please remember to include the contact telephone number of at least two recent referees.

If you have any queries regarding this position or the selection process please contact me on 6655 2323. Should you decide to proceed with your application - Good Luck!

Nicholas Hopper  
Children's Services Manager  
Open Arms Care

## **SPECIAL NEEDS IN BELLINGEN SHIRE (SNIBS)**

Project of Open Arms Care Inc.

### **CO-ORDINATOR (part time)**

SNIBS is committed to :-

- Increasing community awareness of the needs of young children with additional needs.
- Assisting children with additional needs to achieve their maximum potential.
- Supporting families in the role of facilitating their child's holistic development.
- Making the service culturally and individually appropriate.

### **ESSENTIAL:**

- NSW Dept Of Education and Training recognised Teaching Qualification.
- Demonstrated early childhood teaching experience.
- Demonstrated experience working with Children with additional needs.
- Knowledge of and commitment to Disability Standards.
- Demonstrated high level of written and verbal communication skills.

### **DESIRABLE:**

- Demonstrated ability to manage a human service organisation, including staff management and training, financial management and budgeting.
- Knowledge of EEO and OH&S principles and issues.
- Excellent time management skills and ability to work independently.
- Ability to educate stakeholders and run workshops.
- Current drivers licence.

**SALARY:** A salary package will be negotiated according to qualifications and experience.

**INFORMATION PACKAGES:** May be obtained from [www.openarms.org.au/jobs/job-oac.html](http://www.openarms.org.au/jobs/job-oac.html) or by phoning Open Arms Care Inc on (02) 6655 2323 or email [info@openarms.org.au](mailto:info@openarms.org.au).

**APPLICATIONS:** Close 5pm Friday 19<sup>th</sup> February 2010 and should address all essential and desirable criteria.

Post applications to: Children's Services Manager, Open Arms Care Inc, 1 Elliot Close, Bellingen 2454, or email: [info@openarms.org.au](mailto:info@openarms.org.au)

Note : the successful applicant will be required to undergo a Working With Children check prior to an offer of employment.

## **Special Needs In Bellingen Shire (SNIBS)** Job Description

**Position :** Coordinator

**Officer :** .....

**Award :** Dependant on qualifications.

**Classification :** .....

**Employed by :** Open Arms Care Inc.

**Hours per week :** 16

**Objective :** To manage the Special Needs In Bellingen Shire (SNIBS) service according to our Policies and Procedures and our contractual and legislative requirements.

**Responsible to :** Manager Children's Services Division– Open Arms Care Inc.

### **General Responsibility and Authority - Service and Program Coordinators – Open Arms Care Inc.**

Responsibility and authority for the day to day management of the SNIBS service is delegated by the Manager of Division to the Service Coordinator. The Manager of Division further delegates responsibility and authority to the Service Coordinator of SNIBS service for the following issues :-

#### **Administration**

- Approval of draft procedures, forms and tools.
- Ensure the SNIBS Service is meeting all legal and funding requirements.

#### **Human Resources**

- Authorise all timesheets for the SNIBS service prior to payment.
- Authorise all leave requests for staff within the SNIBS service and relief provisions.
- Conduct regular staff supervision and staff appraisals.

#### **Finance**

- Authorise all wage payments for the SNIBS service.
- Authorise all overtime and time in lieu for staff within the SNIBS service within the approved budget.

- Approval to incur expenditure within approved budget limits.

### **Service Provision**

- Ensure design, implementation and review of programs to comply with all funding agreements.
- Ensure compliance with all outcomes stipulated in funding agreements.
- Ensure compliance with all standards or Government policy stipulated in funding agreements.
- Ensure compliance with all internal standards and all OAC Inc. policy and procedure.
- Formulation, documentation and implementation of work systems which ensure the efficient and effective running of the organisation and which meet all legal, regulatory and contractual requirements.
- Authorised to represent the SNIBS service at relevant forums.

### **Responsibility – Coordinator Special Needs In Bellingen Shire**

Responsible for the Coordination of the ‘Special Needs In Bellingen Shire’ (SNIBS) service including :-

- Implementation of the programs according to the funding agreements, disability standards and approved service policies.
- Implementation of the Open Arms Care Inc Strategic Plan as it relates to SNIBS. Develop and implement annual operating plans for SNIBS.
- Financial management of the service including budgets and monitoring expenditure statements.
- Human resource management for SNIBS including staffing and rosters, leave, training and performance review.
- Maintenance of records and document control systems.
- Writing and/or review of SNIBS policy and procedure drafts and maintenance of the Policy manual.
- Document controller for SNIBS service.
- An annual performance appraisal measured against the Operating Plan’s KPIs.

### **Competencies :-**

Qualifications and experience :-

- NSW Dept Of Education and Training recognised Teaching Qualification.
- Demonstrated early childhood teaching experience.
- Demonstrated experience working with Children with additional needs.
- Knowledge of and commitment to Disability Standards.
- Demonstrated high level of written and verbal communication skills.
- Demonstrated ability to manage a human service organisation, including staff management and training, financial management and budgeting.
- Demonstrated planning skills in both strategic and operational areas.
- Knowledge of EEO and OH&S principles and issues.
- Excellent time management skills and ability to work independently.
- Ability to educate stakeholders and run workshops.
- Understanding and commitment to continuous improvement.

- Understanding and commitment to high quality Early Childhood Intervention.
- Uphold the Australian Early Childhood Intervention Associations Code of Ethics.
- Current drivers licence.

I have fully read and understood the above job description and agree to fulfil the responsibilities of the position as outlined.

**Signed by the employee :-**

Name :.....

Signed : .....

Date :.....

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**Signed on behalf of Open Arms Care Inc. :-**

Name :.....

Position :.....

Signed :.....

Date :.....

# SNIBS Coordinator

## Duty Statement

### Programs

- Draw up a work plan each term for the service.
- Advocate for the service with peak bodies, departmental officers and at planning forums etc.
- Have information packages available for families.
- Maintain a list of support groups, associations and other services applicable for referral.
- Research conditions that families are seeking information on and relay relevant information on to families.
- Formation of Parent support groups.
- Review service and seek feedback from families to ensure service is relevant and meeting families' needs.
- Implement I.F.S.P.'s. Write up reports after visits. Write/evaluate I.E.P. plans.
- Receive referrals and prioritise.
- Do home visits, Early childhood setting visits and hospital visits as programmed.

### Promotion

- Produce and distribute regular newsletters.
- Maintain and review pamphlets describing the service.
- Liase with other services eg. Preschools, Doctors, Occupational Therapist, Speech Pathologists, Early Intervention Services etc.

### Management

- Write/review strategic and operational plans.
- Write/review specific SNIBS policies and procedures to comply with Disability standards and all relevant legislation and funding agreements.
- Write a monthly service report for the Executive Officer and Management Committee.
- Manage staff including rosters, leave, increments etc.
- Manage compliance with OH&S legislation.
- Manage financial aspects of the service including budgeting, monitoring expenditure and income, ordering goods as required etc.
- Manage and maintain the records management system.
- Manage statistical database and report to funding bodies as required.
- All other duties as required.



## **ORGANISATION**

### **WHAT WE DO**

Open Arms Care Inc provides local auspice for management, planning and support to Action Support, Neighbour Aid, BUD's Toys, Special Needs In Bellingen Shire, Bellingen Shire Family Day Care Scheme, Mid-North Coast OOSH Services and Bellingen Shire Meals On Wheels.

### **OUR MANAGEMENT**

The OAC Inc. is a not-for-profit, community based body.

The Board (the office bearing members of the association) is comprised of community and service user representatives, who meet regularly, and are responsible for the running of the services OAC Inc. receives funding for. The OAC Inc provides each service with management and administrative support.

The NSW State Department of Ageing, Disability & Home Care (DADHC), NSW Department of Community Services (DoCS), NSW Department of Education and Training (DET) and the Federal Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA) provide funding for the various services and hold the OAC Inc responsible for ensuring that all services adhere to current funding guidelines and relevant quality standards.

### **OUR SERVICES**

#### **Action Support**

Purpose of Action Support is to provide a range of services and training programs which contribute to meeting individual needs of people with disabilities and their carers who live in the Bellingen and Nambucca Shires.

#### **Bellingen Neighbour Aid**

Neighbour Aid, servicing the Bellinger Valley, and Seaboard, aims to further enhance the independence, security and social well-being of frail older people and people with disabilities and their carers, by providing a range of services which respond to their individual needs, including companionship, practical support and information.

#### **Special Needs in Bellingen Shire (SNIBS)**

SNIBS is committed to :-

1. Increasing community awareness of the needs of young children with additional needs.
2. Assisting children with additional needs to achieve their maximum potential.
3. Supporting families in the role of facilitating their child's holistic development.
4. Making the service culturally and individually appropriate.

## **OUR SERVICES (CONTINUED)**

### **BUD's Toys**

BUD's Toys is an online toy library, providing a large range of educational and age appropriate toys for loan by members at a low cost.

### **Bellingen Shire Family Day Care Scheme**

Family Day Care is a community based quality child care service which offers professional and supervised care for children up to 12 years of age in the private homes of approved Family Day Care Carers.

### **Mid-North Coast OOSH Services**

Mid-North Coast OOSH Centres provide quality care and recreation for primary school aged children (5-12 years) who are attending school. The service assists parents by enabling them to pursue work, study, training or other activities safe in the knowledge that their children are being cared for in a safe and happy environment.

### **Bellingen Shire Meals On Wheels**

Meals on Wheels purpose is to maintain a healthy diet and regular meals with good nutrition to the frail aged and younger people with disabilities, who are at risk of premature or inappropriate institutionalisation.

## **VISION**

To be a certified quality organisation providing innovative and comprehensive services to meet current and future needs of our community.

## **MISSION**

To identify community needs and support the provision of inclusive community services.

## **VALUES**

### **IN THE CONDUCT OF OUR BUSINESS, WE**

- Are driven by the needs and requirements of our clients
- Ensure services are inclusive
- Act with integrity and in an ethical manner
- Ensure transparency and accountability in decision making at all levels of the organisation
- Respect the confidentiality of our membership, clients, carers, paid staff and volunteer staff
- Support and improve professionalism
- Honour cultural diversity and individuality of each client
- Respect for the Indigenous custodians of the land.
- Ensure open consultation with all stakeholders
- Fairly represent the interests of each service

### **IN PROVIDING SUPPORT FOR OUR STAFF, WE**

- Manage our staff in accordance with current legislative and regulatory requirements
- Support professional development
- Encourage innovation
- Encourage cultural awareness

**IN RELATION TO PARTICIPATION OF OUR ASSOCIATIONS MEMBERS, WE**

- Respect, support and acknowledge the contribution and commitment of our membership
- Are fully accountable to our members

