



POSITION DESCRIPTION

DAY PROGRAMS COORDINATOR

Level and Salary Range	\$80,235 to \$98,549 (AO5/AO6)
Job Type	Full-time, one to two year contract by negotiation
Reports to	Client Services Manager
Direct Reports	Day program Support Workers and Senior Support Workers
Internal liaison	Adult Services coordinators and senior coordinators; Quality and Clinical Practice Leader; Allied Health staff; Chief Operations Officer
External liaison	Parents; guardians; service providers; Coordinator of Supports
Purpose of the Position	This leadership position will oversee the development and implementation of a centre-based day program service that offers engaging, person-centred support and skill development programs.
Tasks and Responsibilities	<ul style="list-style-type: none"> Working with allied health staff and the Clinical and Quality Practice Leader, develop programs that build skill and engage participants in meaningful activities. Be a leader to day program support workers and senior support workers through mentorship, role-modelling and supervision. Ensure that contemporary best practice, including Person Centred Active Support, is central to all day programs. Be the face of Carpentaria to the public, actively including parents and guardians in program development. Implement a continuous quality improvement framework and reflective practice to ensure all programs continue to evolve. Explore innovative and creative program opportunities through community and business partnerships and grants.
Essential Criteria	<ul style="list-style-type: none"> Certificate IV in Disability, related human service, educational qualification or relevant qualification. Proven experience developing, implementing and evaluating quality disability programs. A working understanding of implementing Person Centred Active Support and other contemporary disability support models. Demonstrated leadership experience and an understanding of organisational structure and management principles. A good understanding of customer relations and demonstrated high level communication skills, including ability to use or learn the Microsoft suite of applications. Current Ochre Card, Criminal History Check, First Aid Certificate and NT Drivers Licence.
Desirable Criteria	<ul style="list-style-type: none"> Diploma or degree in inclusion, disability, developmental education, education or similar. Experience leading a change management process in a team.
Required Behaviours	<ul style="list-style-type: none"> Embody Carpentaria values and human rights based approach Innovation, creativity and energy Motivation and use initiative Empathy

Date:

Authorised by CEO/COO: