

## Role Description Area Co-ordinator

The role of Area Co-ordinator is responsible for the effective and efficient management of the Centre to which they are assigned. This will include;

- Reporting to the CEO, Director Program & Service Delivery (DPSD) and the Parents & Friends Committee (P&F) on a regular basis both in writing and verbally about activities in and affecting the Centre including monthly attendance at the Senior Management Team meeting.
- Undertaking Budget preparation in collaboration with the CEO.
- Ensuring the opportunity of family participation in all aspects of the Centre, including the P&F, and the Co-operative generally.
- Overseeing program development and implementation across disciplines.
- Facilitating communication between families within Lifestart; families and other services and other parts of the Co-operative.
- Participation in Early Childhood Intervention networks as required but especially in the local area and in particular Early Childhood Intervention Co-ordination Program (ECICP) and Department Aging Disability and Home Care (DADHC).
- Liaison with the local DADHC Project Officer and other DADHC staff as required.
- Management of Centre staff ensuring the commitment to the Lifestart ethos and family participation; regular feedback and mentoring sessions; with a focus on communication.
- Development of funding submissions in consultation with CEO, DPSD and Director – Marketing.
- Sensitivity to working with culturally diverse children and their families.
- Managing a small case load.
- Development of Individual Family Service Plan's (IFSP's) and Individual Education Plan's (IEP's).
- Ensuring all documentation conforms to Lifestart's operating practices.
- Working in partnership with the staff, other community services (Long Day Care, Pre-school etc) and the family to ensure the best possible outcomes for the child.
- Inducting families to the service through the provision of succinct advice about Lifestart, its services and other options for the family.