

POSITION VACANCY ADVERTISEMENT



Strong Start **Administrative Support Worker - Family Day Care** *30.4 hours per fortnight* *Ongoing*

The Position

The position of Administrative Support Worker - Family Day Care is responsible for providing support to the Family Day Care service to enable the provision of high-quality home-based child care. This role will support both the Family Day Care team and Educators to ensure compliance with relevant standards.

Bendigo Community Health Services are seeking a reliable administrator to coordinate the office functions for the Family Day Care team. The position is responsible for assisting with the planning, preparation and implementation of Educator Orientation; facilitating the accurate and timely registration of children and families; processing fortnightly Attendance Records utilising Harmony Software and maintaining up to date records and documentation as required under the National Care and Education Regulations.

Salary and conditions of employment are in accordance with the Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018 - 2022.

For further information about the position call Terrie Killen, Acting Director - Children, Youth and Family Support Services on 03 5406 1200.

Bendigo Community Health Services encourages applications from individuals of all backgrounds and abilities.

Applications addressing the '**Key Selection Criteria**' should be marked '**Private and Confidential**' and sent to Human Resources by **4.00pm on Friday 18 October 2019** by one of the following means:

By Email: recruitment@bchs.com.au
By Mail: Post Office Box 1121 Bendigo Central Vic 3552
By Hand: 171 Hargreaves Street Bendigo
By Fax: (03) 5441 4200

Applications will be acknowledged upon receipt. Applicants are requested to contact Human Resources on telephone 5448 1600 if an automatic acknowledgement has not been received.