

Service Manager

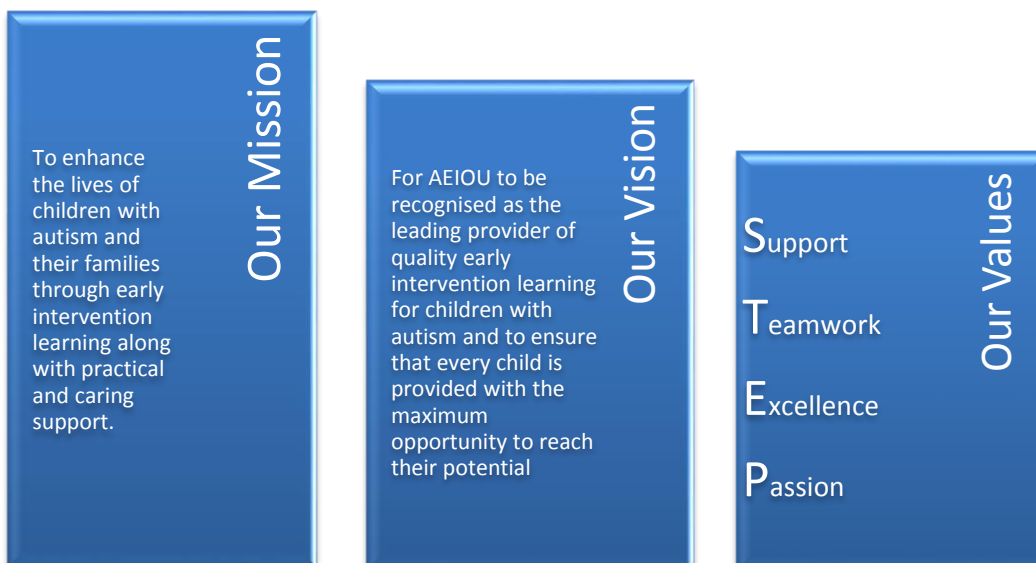
Location:	AEIOU Service	Essential Qualification(s):	Minimum an approved ACECQA diploma or equivalent in early childhood qualification
Tenure and Status:	Permanent Full-time	Essential licence(s):	Blue card Senior First Aid Certificate, including Resuscitation, Anaphylaxis and Asthma Queensland Driver's licence
Classification:	EBA	Probationary Period:	3 months
Position resources:	2 x Uniform Shirts 1x Business Shirt	Annual Leave:	5 weeks
Delegation of duties:	Operations Manager	Authorities in your absence:	Operations Manager

AEIOU Foundation

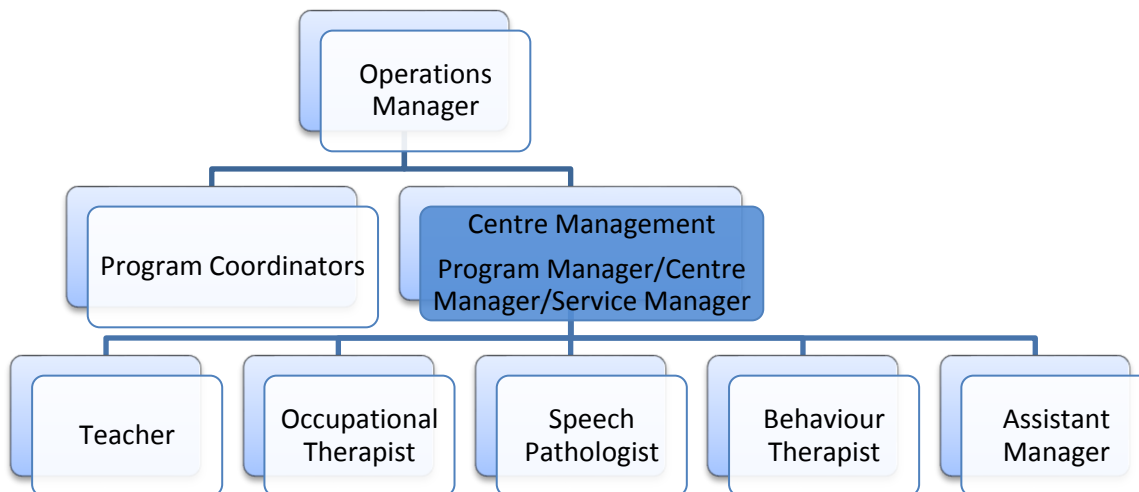
AEIOU Foundation's evidence-based intensive early intervention program provides opportunities for children with autism to achieve lifelong outcomes.

Our program is designed for children aged 2 to 6 years who have moderate to severe needs. Our curriculum, which meets international standards, is delivered by a transdisciplinary team of qualified therapists and educators, with a high staff-to-child ratio.

AEIOU Foundation is proud to employ highly qualified and experienced staff across our centres and we are committed to maintaining and improving skills and knowledge through a rigorous professional development program.



Reporting Relationships



Other key relationships include the wider AEIOU team, children, parents, families and carers.

Position Purpose

This position is responsible for managing the daily running of the centre and staff management. The manager is responsible for ensuring that AEIOU meets its objectives to provide the very best learning environment for children and to support parents and families. The manager is responsible for ensuring the service complies with all relevant legislation.

Responsibilities

- | | |
|---|---|
| <ul style="list-style-type: none"> • To provide clear leadership and communication with centre staff to maximise outcomes for children • To attend Centre Manager meetings • To manage enrolments and orientate new families to the centre with Program Manager • To ensure that adequate staffing levels are maintained and to be responsible for a systematic and fair approach to staff requirements with Program Manager • To manage the centre budgets with Program Manager • Oversee the overall hygiene, safety and maintenance of the centre • To ensure that all new staff have a thorough induction program with Program Manager • To ensure that all administration relating to the centre is managed in a prompt and efficient manner • To ensure all staff, volunteers, students comply with organisational responsibilities with Program Manager | <ul style="list-style-type: none"> • To ensure compliance with relevant legislations, National Quality Framework and Human Services Quality Framework and lead the audit process • To ensure the centre is clean and in an acceptable condition at all times • To work with parents to build a relationship where they may volunteer for auxiliary responsibilities, eg. Resource making, MyTime coordinator, fundraising coordinating, Parent Forum chairperson, parent liaison representative. • To manage volunteers and students with Program Manager • To welcome and induct visitors with Program Manager • Assist with research programs • To be a part of the review committee for policies, procedures and OH&S manuals • To attend centre based out-of-hours activities as required – e.g. fund-raising events, parent meetings and parent forums • To assume the responsibilities associated with being the Nominated Supervisor**. • To view performance competencies click here. |
|---|---|

****Nominated Supervisor** – A Nominated Supervisor is a person who holds a Certified Supervisor certificate and who has agreed to oversee the day-to-day operations of the service at all times that education and care are being provided. Please [click here](#) to view nominated supervisor responsibilities.

Organisational Responsibilities

- | | |
|--|--|
| <ul style="list-style-type: none">• To comply with all AEIOU policies and procedures at all times• A commitment to meeting and exceeding customer expectations• To adopt and embrace the organisation's values• To recognise and acknowledge the constraints that affect AEIOU and assist in making necessary changes• To ensure the environment is kept in a safe and hygienic state at all times | <ul style="list-style-type: none">• To promote AEIOU to the local and wider communities• A commitment to work as an effective team member• To assist team members in understanding and responding to challenges, change and conflict• To ensure that all communication is completed in a professional and polite manner• To follow and practice correct fire and emergency evacuation procedures |
|--|--|

Key Selection Criteria

- | | |
|---|---|
| <ul style="list-style-type: none">• Minimum qualification is an approved ACECQA diploma or equivalent in early childhood• Familiarity and understanding of the EYLF and Queensland Kindergarten Curriculum Guidelines• Excellent computer skills (Microsoft Office software)• Experience in working with children with an ASD preferable or willingness to learn ASD specific techniques | <ul style="list-style-type: none">• High level of written and communication skills• Demonstrated ability to develop, plan and implement a high quality, educational and child centred program, meeting the needs of individual children and the group• Ability to mentor and support others in the provision of appropriate educational and care programs• Demonstrated leadership ability with small groups and larger teams• Ability to relate to individuals of various ages, and social and cultural backgrounds• A commitment to continuing professional and personal development |
|---|---|