

<b>Job Title:</b>	Childcare Manager – Part Time
<b>Location:</b>	Ringwood
<b>Reports to:</b>	Head of Services
<b>Hours:</b>	14 hours per week
<b>Job Type:</b>	Part Time
<b>Salary:</b>	€18,000
<b>Purpose:</b>	To ensure compliance and best practice in all areas of Child Protection and Welfare across Coolmine services. To provide leadership, line management and support to Childcare Team Leaders and ensure best practice in Coolmine Childcare facilities.
<b>Contact Email:</b>	<a href="mailto:Justina.bello@coolminetc.ie">Justina.bello@coolminetc.ie</a>
<b>Application Ref.</b>	DU- CM0321

Coolmine is a leading drug and alcohol treatment centre providing community, day and residential services to men and women and families with problematic substance use since 1973. Coolmine believes that everyone should have the opportunity to overcome addiction and lead a fulfilled and productive life.

Coolmine now requires a Childcare Manager to oversee our childcare services. The Childcare Manager is a part time role and will report to the Head of Services.

**Role Responsibilities: (Include, but not limited to)**

- Ensure compliance and best practice in all areas of Child Protection and Welfare across Coolmine services
- Provide leadership, line management and support to Childcare Team Leaders and ensure best practice in Coolmine Childcare facilities
- Ensure that all childcare policies are in line with government guidance and statutory requirements.
- Regularly review and update childcare policies and procedures in line with Child Protection and Tulsa requirements.

- Ensure that Children First Implementation and Compliance Self-Audit Checklist and safeguarding statements are reviewed annually.
- Ensure compliance with TUSLA Early Years Pre-school inspections.
- To also plan, implement and review criteria for childcare programmes for children based on an assessment of their individual and group needs.
- To chair the Child Protection & Welfare Working Group and ensure any concerns are responded to promptly and accurately.
- Consult with the Designated Liaison Persons and take appropriate action in accordance with the Child Protection policy.
- To liaise effectively with statutory, community and voluntary bodies and to attend and contribute to reviews and case conferences as required.
- Gather information statistics and prepare reports as required.
- Ensure all records and returns in relation to Pobal payments are managed in a timely manner.
- Identify training needs with Childcare services and implement relevant training programmes.
- Manage all aspects of growth of Childcare services within Coolmine

### **Person Specification**

#### **Education**

- Relevant 3<sup>rd</sup> Level qualification
- Professional certification (e.g. Certified Compliance & Ethics Professional)
- Professional management qualification preferred

#### **Experience/Knowledge**

- Previous experience managing a child care service
- Knowledge of the Children's first Act 2015 and Children's First National Guidance for the protection and Welfare of Children 2017
- Experience of implementing and reviewing Children's First Self-Audit Checklist and Safeguarding statements in a child care setting
- Knowledge of Tulsa early years inspectorate and experience of achieving compliance
- Knowledge of the Pobal system and funding applications
- Experience of implementing policies and procedures in line with Child Protection and Tulsa requirements
- Knowledge of childcare sector practices, criteria and professional standards

#### **Competences Required**

- Strong interpersonal skills
- Clear written and verbal communication skills

- Strong Leadership Skills
- Skills to motivate and develop staff to deliver quality service
- Capacity to work effectively under pressure
- Committed to meeting the needs of excluded and marginalised people.
- Ability to manage change and be responsive to evolving organisational change.

### **Personal Attributes**

- Integrity, honesty, confidentiality and builds trust with others
- Team player and with flexible approach
- Respect for the values and ethos of Coolmine

### **Application Process**

Interested candidates who meet the Person Specification requirements should send their cover letter & CV to Justinah Bello at [justinah.bello@coolminetc.ie](mailto:justinah.bello@coolminetc.ie). on or before **Friday 26<sup>th</sup> March 2021**. Please quote this application reference **DU - CM0321**.

**Coolmine Therapeutic Community is an equal opportunities employer.**