

<b>Job Title:</b>	Childcare Manager
<b>Location:</b>	Ringwood
<b>Reports to:</b>	Head of Services
<b>Hours:</b>	21 hours per week
<b>Job Type:</b>	Part Time
<b>Salary:</b>	€27,000
<b>Purpose:</b>	To ensure compliance and best practice in all areas of Child Protection and Welfare across Coolmine services.
<b>Contact Email:</b>	<a href="mailto:Justinah.bello@coolminetc.ie">Justinah.bello@coolminetc.ie</a>
<b>Application Ref.</b>	DU- CM0521

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 provides a residential addiction treatment service for women and their children. An integral part of the service is the onsite dedicated Early Years and Pre-school Service which is accessible to all parents participating in the programme. Mothers can feel safe in the knowledge that whilst they are engaging in our programme, their child is being looked after in a safe, secure, caring and nurturing environment. Coolmine is replicating this model in the mid-west and we are now seeking a Childcare Manager to have oversight of compliance and best practice in all areas of childcare across Coolmine services and to line manage the two Childcare Team Leaders.

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

- To ensure that all childcare policies are in line with government guidance and statutory requirements
- To ensure that Children First Implementation and Compliance Self-Audit Checklist and safeguarding statements are reviewed annually
- To provide leadership, line management and support to 2 x Childcare Supervisors and ensure best practice in Coolmine Childcare facilities
- To ensure compliance with TUSLA Early Years Pre-school inspections.
- To ensure that records and returns in relation to Pobal payments are managed in a timely manner.

- To liaise effectively with statutory, community and voluntary bodies and to attend and contribute to reviews and case conferences as required
- To gather statistics and prepare reports as required

### **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 in a similar role
- Familiar with childcare sector practices 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 Hr Manager at [justinah.bello@coolminetc.ie](mailto:justinah.bello@coolminetc.ie), on or before **5:00pm Friday 11<sup>th</sup> June 2021**. Please quote this application reference code DU- CM0521

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