



Assistant Managers – three positions

Children First is seeking three outstanding people to provide overnight support to our Miracle sMiles Program

About us

Children First Foundation is a Victorian based charity established in 1999. We collaborate with exceptional surgeons, hospitals and health professionals to enable life-changing surgery in Australia for children from countries without the necessary resources.

We provide 24/7 care for approximately 23 children each year in a purpose-built home-away-from-home environment at our Retreat in Kilmore. This location provides a peaceful setting for children who have come from remote villages, or countries affected by conflict and political unrest.

The positions

Children First is recruiting three Assistant Managers who will be part of the team responsible for overseeing our Miracle sMiles Program. This program is based on the philosophy of holistic care which encompasses the physical, psychological, emotional, educational and cultural needs of the children who are away from family and home, and preparing for major surgery.

Assistant Managers will contribute to the care of the children as they are prepared for surgery; undergo recovery and rehabilitation; and eventually return home to their family, friends and community.

The Assistant Managers will form the after-hours Miracle sMiles team based at our Retreat in Kilmore. The positions will suit those seeking flexible working hours in a team environment. With the support of rostered volunteers, you will be responsible for evening and overnight care of the children, including meals and evening activities.

The Assistant Managers will report to, and be supported by the Program Managers who will have overall responsibility for the children's clinical management.

Hours of duty are as follows:

Monday to Friday

- Afternoon shift: 5.30pm – 10.00pm
- Sleepover: 10.00pm – 6.00am
- Morning shift: 6.00am – 8.30am

Skills

Ideally you will have experience working with children and an awareness and appreciation of diverse cultures. Experience in a personal carer's role will be an advantage, and some practical knowledge of the health system as it relates to children will be viewed favourably. You will be flexible, have good decision making skills and exceptional interpersonal skills to communicate with various stakeholders, including surgeons and health professionals when necessary.

Most importantly you will have the empathy, compassion and commitment to care for the children in the absence of their own parents.

In return, you can expect a flexible and diverse environment where challenge is counterbalanced with inspirational moments that are rewarding and emotional.

A current Victorian driver's license is essential, and because of the nature of the role a Police and Working with Children Check are mandatory.

For additional information and a Position Description, please call Elizabeth Lodge on 03 9329 4822.

To apply for the Program Manager positions, please email your application, with a cover letter and curriculum vitae, to:

Elizabeth Lodge
Chief Executive Officer
ceo@childrenfirstfoundation.org.au