

Position Description



Job Details

Job Title: Child Care Worker
Reports to: Centre Director
Group: City Governance and Community
Position Number:
Grade:
Date: August 2015
Objective Doc Ref:

Position Purpose/Job Summary

The Children and Family Services Business Unit delivers a range of children services to the community including long day care, preschool, family day care, supported playgroups and Early Intervention

The position of childcare worker is a qualified position within the Children and Family Services Business Unit and is required to work as part of a team to facilitate the care, safety, development and education of children 0-5 years old. As such they are responsible for the observation, planning, record keeping and implementation of learning experiences for a group of children as well as contributing to the overall program of the service.

This position also contributes to the routine operations of the service, work health and safety procedures and may be required to be a room leader and take responsibility for the room program. From time to time this role may require the incumbent to be the Responsible Person placed in the day to day charge of the service.

Selection Criteria - Knowledge, Skills, Qualifications and Experience required

Essential Criteria;

- Experience in an early childhood service, and practical placements.
- Experience in programming and planning/evaluating for children aged 0-5 years.
- Knowledge and understanding of the National Quality Framework (NQF), the Early Years learning Framework (EYLF), child protection legislation and their implications of practice (including approved Child protection training).
- Excellent interpersonal skills
- Demonstrated commitment to inclusive practice
- Demonstrated problem solving skills
- Understand and practical implementation of Work Health and Safety Legislation

Qualification Requirements;

- Approved TAFE Diploma qualification in Child Care studies as approved by ACECQA
- Child Protection training as approved by ACECQA

Position Description



Selection Criteria - Knowledge, Skills, Qualifications and Experience required

- Current first aid certificate as approved by ACECQA
- Approved anaphylaxis and asthma training
- Must hold a working with children's check number (under new WWCC system)

Desirable:

- A community language other than English
- Developed IT/Computer Skills

Current class C Drivers Licence

Key Accountabilities – Position Specific

1. Educational Program and Practice

In relation to children

- Responsible for a group of children to undertake observations, evaluations and maintaining individual records.
- Develop a program for the development and education of a group of children in line with the Early Years Learning Framework (EYLF)
- Contribute to the daily evaluation of the service's program
- Contribute to a learning environment which is culturally appropriate, responsive to all developmental needs of children and reflects the cultural diversity of the community.
- Contribute to the day to day operations of the service.

In relation to families

- Inform and keep families up to date on the development of their child using a sound knowledge of child development and provide the information in a variety of ways.
- Communicate with families in a way that respects and values individual differences
- Be informed of outside agencies and professionals to assist families with aspects of their child's development and learning
- Contribute to discussions with parents, staff and other professionals in regard to referrals of children with suspected or diagnosed additional needs
- Share information both verbally and in the written format with families about their Childs' learning and development.

2. Team Work

- To be an active and supportive member of the staff team
- Contribute feedback and input into policy & procedure development, centre routines, practices and program.
- Initiate and model communication of own needs as well as active listening.
- Actively participate in staff meetings.
- Initiate and continue contact with parents
- Provide written reports to the Director as required.

3. Policy

Policy

- Working knowledge, awareness of and adherence to licensing requirements.
- To be aware and act on Council and Children and Family services policies and procedures
- Be aware of, have a sound knowledge of and contribute to the National Quality Standards
- Contribute to Centre policy and procedure development.
- Contribute to the formulation, implementation and ongoing development of the Centre philosophy.
- Carry out the role and responsibility of the Responsible Person if so delegated in the Directors absence.

Administration

- Maintain compliance with all rules, Regulations or Acts as specified by Government authorities relating to issuing of licence, receipt of financial assistance and council policies.
- Completion of all regulatory and Council requirements, e.g. Quality Improvement Plan (QIP) as required by the Australian Children's Education and Care Quality Authority (ACECQA), Fairfield City Council's WHS system, Fairfield City Council's HR policies and procedures, etc.

4. Management and Organisation

- Act upon knowledge (child development/skills/licensing) to plan, create and maintain a safe environment.
- To daily monitor and evaluate the environment for safety.
- Respond to incidents and make appropriate decisions and/or recommend/ initiate any corrective action.
- Administer first aid when required.
- To be aware of fire/evacuation and emergency procedures and their role.
- Ensure supervision is maintained at all times.
- Monitor and ensure that required child/staff ratio is maintained.
- Role model and encourage children to maintain a high level of personal hygiene.
- Act in accordance with Council, Children and Family Services and Centre policies and procedures in relation to health, safety and hygiene.

Workplace, Health and Safety

- Day to day maintenance and implementation of WHS management system.
- Identifying any corrective actions and recording these accordingly.
- Contributing to the WHS implementation plan through regular reviews of WHS systems, procedures and policies

Organisation

- Ensure the environment is compliant with relevant legislative requirements and is inclusive of all children in care
- Ensure the security of the Centre at the cessation of hours of operations, or delegation of same
- Act in accordance with Council, Children and Family Services and Centre policies and procedures in relation to health, safety and hygiene.
- To supervise and prepare any necessary reports on all students and voluntary assistants working within groups.
- Assist with other administration matters (eg family surveys, fund raising etc) as required.

Key Accountabilities – Core

1. Use Corporate IT Applications/Systems, ensuring compliance with Council standards and policies, to facilitate achievement of required outcomes.
2. Comply with the requirements of Council's Work Health Safety Management System (WHSMS) and fulfil relevant WHS responsibilities as per WHS-01.1.1 Responsibilities, Authority and Accountability Guideline whilst employed by or acting on behalf of the Council
3. Comply with the reasonable requests and directions of management whilst employed by or acting on behalf of the Council. This includes undertaking other tasks or duties that may be allocated from time to time

Position Description



- 4. Comply with Council's Code of Conduct, policy and procedures whilst employed by or acting on behalf of Council
- 5. All employees are required to treat colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions, as well as report any suspected case of discrimination or harassment that they witness. This requirement is in accordance with Fairfield City Council's Values and commitment to equal employment opportunity and a workplace free of discrimination and harassment.

Reporting Relationships

Direct: Nil

No. of Indirect: Nil

Key Relationships

1 Internal	
Communicating with	Nature of Communication
Centre Director	Daily exchange of information and direction
Staff	Daily exchange of information to facilitate running of centre and care of children.
Support Services Staff	As required for referrals, follow up and advice in regards to children with additional needs.
Interaction with other Council Departments.	As required in relation to maintenance requirements and enquires.
Senior/ Children and Family Services Coordinators	As required.
Manager Children and Family Services	As required

Key Relationships

2 External	
Communicating with	Nature of Communication
Families	Daily exchange of information.
Outside Support Agencies	As required for referrals, follow up and advice regards children with additional needs.
Education institutions eg TAFE etc	As required in relation to students on practicum.

Position Description



Public	As required regarding waiting list enquiries etc.
DEEWR, DEC, ACECQA	Licensing, compliance and information

Position Dimensions
As per Delegation of Authority.

Decision making Authority & Accountability
1. The City Manager authorises you to take the actions required to make your workplace safe and to fulfil your WHS responsibilities in WHS-01.1.1

Problem Solving

Competencies
Performance in this role is also assessed on 'how' staff achieve their goals, based on the same behavioural expectations for all staff. An individual Work Plan, based on your position description will be established in partnership with your supervisor. Your supervisor will meet with you on a regular basis to ensure that you are performing as expected or assign some training to improve performance if needed.

Signature		
Employee:	Signature	Date
Authorised by: (Manager)	Signature	Date

Job Specific Skills – Child Care Worker Grade 3	
Child services	Respond appropriately to children with different backgrounds, gender and special needs; show patience with the care of children; participate in the planning and preparation of programs for children; develop and present activities for individual and groups of children; participate in routine tasks which enhance a child's wellbeing; assist in the effective supervision of children, both indoors and outdoors; encourage children's independence;

Position Description



promote children's personal hygiene practices

Child development	Planning and implementation of developmental programs, based on observation of individual children; Observe and record children's growth, behaviour and development; assist with the integration of children with special needs into the program, guide children's behaviour and social development
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Client interactions	Respond and interact with children in the centre; assist children and parents on arrival at centre; respond appropriately to parents; maintain confidentiality.
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Child Safety	Understands and applies applicable safety standards to job function, environment and physical amenities and performs duties in a safe manner; ensures safety standards are maintained within the centre.
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Interpersonal skills	Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.
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Problem solving	Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.
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