

POSITION DESCRIPTION

Childcare Worker (Diploma)

(POS1274 POS1278 POS1283 POS1288 POS1293 POS1298 POS1303)

Directorate:	Community and Culture	Department:	Children's Services
Position Grade:	7	Reports to:	Nominated Supervisor/Centre Director
Last review:	June 2015	Next review:	June 2017
		Version No.:	5.0

Position purpose:

To collaborate with the Children's Centre team to ensure the effective daily operation of the service, and assist in the planning, programming, implementing and evaluating high quality programmes for children.

Key accountabilities/responsibilities:

Responsible for:

- 1) Complying with the Children (Education and Care Services) Act 2010, the Education and Care Services National Regulations 2011, the Children and Young Persons (Care and Protection) Act 1998, and child protection legislation, WHS legislation and requirements, Council policies and procedures and all Children's Services policies and procedures
- 2) Developing, implementing and evaluating programs that reflect current approaches/theories of early childhood education
- 3) Supporting the inclusion of families, children and the local community into centre programs and implementing practices that build positive relationships/partnerships
- 4) Supporting team members to promote and encourage the achievement of educational programme goals
- 5) Working to continually meet the National Quality Standards, implement the National Quality Framework, and apply the Early Years Learning Framework (EYLF) in all practices and documentation
- 6) Carrying out other relevant and similar duties as identified by the supervisor, including being identified and a responsible person for the day to day operations of the centre when the Nominated Supervisor is not on site (providing a Children's Services Supervisor Certificate is held).
- 7) Following Council's policies and procedures when carrying out work to ensure risks are managed. Report all incidents, risks and issues to Management on a timely manner.

Decisions made in the position:

- 1) The position has no formal delegation of authority

Decisions referred:

- 1) All decisions are to be referred to the Children's Centre's Nominated Supervisor or Director

Key issues/challenges:

- 1) Understanding the importance of early years of development and the need for quality early childhood education and care services
- 2) Industry standards to be maintained to support the provision of high quality programmes for young children
- 3) Lack of funding for community based Early Childhood Services

Key working relationships:

- Manager Children's Services
- Children's Centre staff, and staff from other centres
- WHS Team and Workforce Management
- Families and children at the centre

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POSITION SPECIFICATION

Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application.

ESSENTIAL CRITERIA

Qualifications/Licences

- Diploma Children's Services (Early Childhood Education and Care) as per ACECQA approved qualifications
- Current First Aid Certificate
- Supervisor Approval Number (must be able to meet the minimum prescribed requirements for a supervisor certificate under the National Education and Care Services Regulations)
 - ❖ This position is subject to a working with children check – please provide your current working with children check verification number

Experience

- Experience developing and implementing programmes that are interest-based, reflective of diversity and contribute to positive behaviour management and guidance techniques and strategies for children
- Experience in documentation, including the preparation of educational files for children, project information and weekly observations and analyses
- Experience and ability to work as a team player in a multi-disciplinary team
- Experience in communicating and interacting effectively with children, parents and staff

Knowledge and Skills

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Knowledge of the Children (Education and Care Services) Act 2010, the Education and Care Services National Regulations 2011, the Children and Young Persons (Care and Protection) Act 1998, and child protection legislation
- Working knowledge of the NQS and assessment process
- Demonstrated knowledge and application of the ECA Code of Ethics

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Current Class C Driver's Licence

Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous