

Position description

Child Care Aide

Summary information

Section	Kids' Early Learning	Directorate	City Living
Position grade	Band 1 Level 3 Grade 5	Position type	Permanent, full-time, part-time and casual
Reports to	Director Child Care	Direct reports	No
Approval limit	\$0	Release limit	\$0
Created/reviewed	November 2019	BCC number(s)	BCC831, 832, 842, 843, 862, 865, 894, 900, 902, 906, 913, 915, 916, 924, 926, 930, 933, 939, 944, 949, 953, 956, 960, 964, 967, 969A, 972, 979, 982, 984A, 984B, 990, 992, 996, 998, 1033, 1038, 1039, 1046

1 Position purpose

- This position is responsible for planning and implementing a programme of developmentally appropriate activities, and maintaining a high standard of care for the group of children assigned, in consultation with the Director and other staff
- Act in accordance with the New South Wales Work Health Safety Act 2011, Work Health Safety Regulation 2017 and the Work Health and Safety Management (WHS) System.

2 Qualifications and experience

Essential

- Diploma in Community Services (Children's Services) or equivalent as specified in the *Education and Care Services National Law 2010* and *Education and Care Services National Regulations 2018*
- Current First Aid Certificate
- Completion of Child Protection Course - Identify and Respond to Children and Young People at Risk of Harm
- Anaphylaxis and Asthma Management Training, which meets requirements of the *Education and Care Services National Law 2010* and *Education and Care Services National Regulation 2018*
- Working With Children Check Number.

Desirable

- A minimum of 12 months relevant work experience
- Current class C driver's licence
- Knowledge of applicable legislation/regulations.

3 Authority

The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

4 Key accountabilities

Position specific

- Maintain the care and comfort of the children, being aware of their needs and ensuring their security and comfort whilst in the care of the centre
- Maintain a high standard of hygiene and safety so that the children's welfare is protected
- Maintain the well-being of the children in care by monitoring their health so that illness and injury are well managed
- Develop and implement a programme of appropriate activities under the guidance of the Director so that each child's skills are able to progress appropriately
- Establish and maintain records relevant to health, safety and development of the children
- Maintain effective communication with the Director, staff, parents and children to ensure a consistent and appropriate approach is maintained throughout the Centre
- Supervise and discipline the children in a manner set down by the Director to ensure a consistent and appropriate approach is maintained throughout the Centre.

Work health and safety (WHS)

- Implement, monitor and, or comply with councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area.
- Adequately familiarise themselves with their WHS responsibilities and actively fulfill these as indicated in the WHS Responsibilities guideline WHS001.
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* (HVNL) and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations.
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working With Children) Act 2012*, the *Child Protection (Working With Children) Regulation 2013* and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your Manager immediately
- WHS001 - Matrix is attached.

Corporate

- To commit to and embrace the objectives of Our Blacktown City 2036. Contributing within Council's staffing structure and program of works to deliver our corporate objectives and strategic vision.

Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental sustainability

- Act in accordance with the *Protection of the Environment Operations Act 1997*, the *New South Wales Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

5 Duties

- In conjunction with other staff and the Director, develop appropriate developmental programmes for the allocated group, with reference to each child's development and culture
- Implement programmes in consultation with the Director
- Supervise staff, students and other person's assigned to the area by issuing clear instructions and providing information for effective communication
- Ensure that regular disinfecting and inspection of all equipment, toys, furniture etc, is carried out
- Submit reports of maintenance and equipment needs to the Director
- Maintain comprehensive records of the following:
 - programme of activities
 - accident and illness to children in Centre
 - developmental progress of each child
 - daily sleep and meal patterns
 - medication administered to children.
- Ensure that play, storage and other areas are maintained in a tidy, safe and hygienic state
- In consultation with the Director, ensure parents are kept informed of their child's progress, achievements, behaviour and needs
- Act as Responsible Person in Charge of the Centre in absence of the Director, if required, and carry out all management and administrative tasks associated with this role
- Follow all policies, procedures and guidelines set down by Council or the Director
- Maintain confidentiality regarding all information relating to staff, children and parents at the Centre
- Attend regular meetings
- Attend in-service and educational activities as approved
- Perform any other duty, which falls within the basic objectives of the position, as directed by the Director.

6 Performance criteria

As per Council's performance management system.

Acknowledgement and agreement

Employee	Name		
	Signature		Date
Supervisor	Name		
	Signature		Date

