

# Position description

## Child Care Aide

### Summary information

Section	Kids' Early Learning	Directorate	City Living
Position grade	Grade 5	Position type	Permanent, full-time, part-time, casual and Term contract x 6
Skill descriptor	Band 1 Level 4		
Reports to	Director Child Care	Direct reports	Nil
Approval limit	\$0	Release limit	\$0
Created/reviewed	December 2021	BCC number	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, 969B, 972, 979, 982, 984, 990, 992, 996, 998, 1005, 1010, 1016, 1017, 1025, 1027, 1031, 1033, 1038, 1039 and 1046

### Our Values

#### TEAMWORK



#### CUSTOMER FOCUSED



#### INNOVATION



#### COMMITMENT TO SAFETY



Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

#### Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and positive feedback to achieve business, operational and overall team performance objectives. They are responsible for enabling the success of their teams, and for ensuring their team can achieve all performance metrics whilst keeping each individual team member accountable. Our leaders are required to lead by example and provide coaching and support to enable their teams success.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

## 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 NSW *Work Health Safety Act 2011*, Work Health Safety Regulation 2017 and the Work Health and Safety (WHS) System.

## 2 Qualifications and experience

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### 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*
- Completion of Child Protection Course - Identify and respond to children and young people at risk of harm
- Current certificate HLTAID011 Provide First Aid
- Current certificate HLTAID009 Provide cardiopulmonary resuscitation (CPR)
- Current certificate HLTAID012 Provide First Aid in an education and care setting or Anaphylaxis and Asthma Management Training certificate that meets requirements of the Education and Care Services National Law 2010 and Education and Care Services National Regulation 2018
- Working with Children Check clearance valid for paid work.

### Desirable

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

## 3 Authority

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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

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### 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

- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
  - familiarise yourself with our Volunteers policy and standards
  - implement the policy and follow this Managing volunteers standard in a consistent and fair manner
  - undertake training needed to effectively coordinate volunteers
  - allocate sufficient time to volunteer coordination.

### Work health and safety (WHS)

- Implement, monitor and, or comply with Council's WHS system, including but not limited to work health and safety policies, standard operating procedures, risk assessments/work instructions and associated system tools in their relevant work area.
- Adequately familiarise yourself with your work health and safety 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* 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 community strategic plan, Our Blacktown 2041, by contributing to the delivery of 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 line with the NSW *Protection of the Environment Operations Act 1997*, the NSW *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

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- 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.
- The management of volunteers if required by the role.
- Other duties as directed consistent with the operations of Council.

## 6 Performance criteria

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As per Council's performance management system.

Leadership is critical to all positions at Council.

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Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

### Acknowledgement and agreement

<b>Employee</b>	<b>Name</b>		
	<b>Signature</b>		<b>Date</b>
<b>Supervisor</b>	<b>Name</b>		
	<b>Signature</b>		<b>Date</b>