

POSITION SUMMARY

CHILD DEVELOPMENT OFFICER (047)

Directorate	Cultural & Community Services
Section	Children's Services
Classification	Band 3, Level 1, Grade 5
Position Status	Permanent part time
Commencing Salary Range	S1 \$935.91 to S3 \$983.29
Reports to	Family Day Care Coordinator
Direct Reports	Nil
Work Location	Family Day Care, Lee Street KELSO

Position Purpose

- To provide an effective community service through Council's aims and objectives pertaining to the provision of children's service including Family Day Care.
- To ensure that the children and families are provided with a high quality education and care service.
- To support and monitor Registered Educators in the implementation of their duties and responsibilities as per Regulations and policy and procedure.

Key Responsibilities

1. To assist the Family Day Care Coordinator in providing effective child care management
2. To monitor and educate Family Day Care Educators to ensure compliance with relevant policies, procedures and licencing requirements
3. To assist Educators in the implementation of a high quality children's programs under the guidance of interests of children and families
4. Ensure children registered with Bathurst Family Day Care receive high quality care.

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.

Selection Criteria

Essential

- Degree or equivalent tertiary qualification with a minimum of 3 years' experience in the Early Childhood
- Understanding and working knowledge of the National Quality Framework (NQF) including Regulations and Law
- Proven experience in the education and care of children aged 0 to 12 years
- Effective interpersonal and communication skills
- Excellent time management skills and the ability to prioritise and meet deadlines.
- Ability to work independently and as part of a team
- Current approved First Aid, Emergency Asthma Management and Anaphylaxis Management training
- Current C Class Drivers Licence
- Current approved Child Protection Training (CHCPRT001)
- Must be able to satisfy the criteria for appointment as person in day-to-day charge of the service
- Able to comply with the requirements of the Child Protection (Working with Children) Regulation 2013 through the provision of a Working with Children Check clearance
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Desirable

- Experience in the field of Family Day Care
- Experience in working within Local Government
- A willingness to take on the role of Educational Leader to provide curriculum direction to the service
- Willingness to provide evidence of immunisation history or undertake immunisations as required

Expected Organisational Standards

1. Follow defined WHS procedures
2. Provide service to customers
3. Work effectively in the local government context
4. Work with others in local government
5. Communicate in the Workplace
6. Follow defined risk management policies and procedures
7. Follow defined ethical guidelines from Council, including Code of Conduct
8. Follow defined environmental sustainability guidelines.

Employment Conditions

- 30 hours per week 8:30am to 4:30pm Tuesday, Wednesday, Thursday and Friday
- Four weeks annual leave
- Probationary period of 4 months
- Superannuation of 9.5% paid by Council
- Medical and audio (including drug and alcohol) required as part of selection process.

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