

POSITION DESCRIPTION

POSITION	EDUCATOR (Certificate III)
SERVICE	CATHOLICCARE EARLY LEARNING CENTRE

DIMENSIONS

LOCATION	Shellharbour
DIRECTLY ACCOUNTABLE TO	CCELC Director
DIRECT REPORTS	N/A
REQUIRED PRE-EMPLOYMENT CHECKS	NATIONAL CRIMINAL HISTORY RECORD CHECK, WORKING WITH CHILDREN CHECK

MISSION, VALUES & VISION

We seek to bring joy to those we serve by enabling growth, healing, and hope. By delivering effective and high quality social services, CatholicCare helps to build the social and emotional wellbeing of individuals, families and communities. Our employees ascribe to the shared values of Dignity, Integrity, Compassion and Equity to fulfil our vision of living together in thriving communities where the human dignity of all is respected and valued. Our employment practices require all employees and volunteers to embrace and inspire others to promote the mission, vision and shared values of CatholicCare in the Diocese of Wollongong.

STRATEGIC PLAN

We respond to the needs of those we serve and our changing environment by organising our efforts around priorities detailed in our Strategic Plan.

PROGRAM AIM

To provide sector leading Early Learning program delivery in the Diocese of Wollongong consistent with our mission, vision and values to achieve our strategic goals. In a period of Agency expansion, we anticipate significant advancements in service provision in this growing market sector.

POSITION PURPOSE

In accordance with Catholic social teaching, legislative and operational requirements, contribute to the operation of an effective and caring environment which supports the needs of children in a manner consistent with the mission, vision and values of CatholicCare ELC Program.

POSITION REQUIREMENT

Educators will ensure a safe, caring and interactive environment is provided for children while fostering positive interactions with parents and families. This position requires the incumbent to assist in the preparation, implementation and evaluation of programs consistent with current regulations and frameworks. Educators will create positive relationships and model and support positive interactions with children in line with CatholicCare's mission, vision and values.

Ability to perform manual handling duties that are not limited to lifting, bending, moving equipment and manual handling.

Physical requirements include ability to:

- Lift up to 10kg
- Bend at knees, hips and/or kneel

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- Good cardiovascular fitness
- Stand and sit for long periods
- Reach below knee height and reach forward
- Push/pull up to 15kg

KEY ROLES AND RESPONSIBILITIES

GENERAL

- Commitment to and a willingness and ability to promote and apply the mission and values of CatholicCare, our strategic plan, policies and procedures and funding bodies' contractual obligations
- Practice and promote an organisational culture that supports excellence in service delivery to people accessing CatholicCare's services
- Apply work practices and behaviours that comply with CatholicCare's Code of Conduct, Framework for Practice and Policies and Procedures including client confidentiality protocols
- Carry out responsibilities under the Work, Health & Safety Act 2011. Be responsible for the health and safety of yourself and others in the workplace. Report any incidents or workplace hazards in accordance with CatholicCare's incident reporting system
- Actively promote CatholicCare as a service provider and employer of choice
- Meet Key Performance Indicators (KPI's) as set by CatholicCare
- Provide stewardship over allocation of CatholicCare resources effectively, economically and efficiently
- Undertake other duties and responsibilities as requested by CatholicCare from time to time
- Be available to work flexible hours
- Commitment to quality practices that support the best interest of the children
- Adhere to and promote all standards, regulations, policies & procedures
- Support and follow all reasonable workplace instructions
- Follow service policies regarding child protection and maintain safe environment for children and staff
- Ensure that all performance, compliance and contractual requirements to provide quality practices that support the safety and well-being of children and young people is maintained

PROGRAM SPECIFIC

- Participate as a member of a team by maintaining positive work relationships
- Develop and build strong, effective and positive relationships with children reflecting child focussed and strengths-based practice
- Develop and build strong relationships that support and partner with families, communities, and all stakeholders
- Be actively involved in professional and personal development
- Support and follow all reasonable workplace instructions
- Document children's learning and development
- Ensure staff and children utilise effective health and hygiene practices, including meeting all regulations relating to food safety and preparation, medical management plans, risk management plans, policies and procedures
- Ensure that all children have access to nutritious food and fresh drinking water
- Promote health, wellbeing and physical exercise in the service

- Ensure a safe and stimulating physical environment where all staff and children are protected from hazards or harm
- Document children's learning and development and deliver readiness for school programs
- Work collaboratively with staff towards continuous improvement in all aspects of the service's operations
- Attend team meetings and any relevant agency meetings/events as required
- Ensure each child has a sense of belonging and support children's individual wellbeing
- Acknowledge and support personal strengths, professional experience, and team diversity.

SELECTION CRITERIA

Essential skills, knowledge and experience:

Experience

- Experience delivering quality education and/or care of children
- Demonstrated experience in curriculum, supporting curriculum development and documenting children's learning and development

Skills

- Commitment to and a willingness and ability to promote and apply the mission & values of CatholicCare
- Demonstrated ability to work as part of a team. Reflect on feedback from others, use it as an opportunity to learn and take appropriate action
- Exceptional interpersonal and customer focussed skills with the ability to engage and build trust and rapport with the team, children, families and key stakeholders
- Excellent time management skills with the ability to prioritise
- Excellent verbal and non-verbal communication skills

Knowledge

- Certificate III in Children's Services (or equivalent)
- Hold a Working with Children's Check (or willing to obtain)
- National Criminal History Record Check (willing to obtain)
- Completed appropriate Child Protection training
 - CHCPRT001 – Identify and respond to children and young people at risk or
 - CHCPRT002 – Support the rights and safety of children and young people (or willing to obtain)
- Current First Aid Certificate - either HTLAID012 or HTLAID004 including
- CPR - HTLAID001 or HTLAID009
- Asthma and Anaphylaxis training - 22282VIC (Asthma) 22300VIC (Anaphylaxis) (or willing to obtain at own cost)
- Knowledge of current legislation, relevant compliance and funding body's requirements and protocols as relates to the program areas.
- Conversant with the Early Years Learning Framework and the National Quality Framework
- Understanding of programming and planning
- Employees are required to be vaccinated with WH&S Policy 7 COVID-19 Vaccinations
- Willingness to be the person in day-to-day charge

Desirable

- Experience supporting children with diverse learning needs.

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ATTACHMENTS

Nil

Date of Last Review: 18 November 2021

