

CORPORATION OF THE CITY OF WHYALLA

POSITION DESCRIPTION

Position: Child Care Worker

1. POSITION DETAILS	
Position Title:	Child Care Worker
Underpinning Award:	South Australian Municipal Salaried Officers Award
Stream:	General Officers Classification Structure
Directorate:	Corporate
Reports to:	Assistant Director Child Care Centre
Direct Reports:	Nil
Key Interactions / Relationships:	<ul style="list-style-type: none"> • Assistant Director • Team Leaders • Child Care staff • Parents/Caregivers • Children • Special Needs workers • Depot / Contractors
PD Development and Review Dates:	V2 Oct 2015; V3 July 17, V4 Feb 19

2. ORGANISATION OVERVIEW	
City Overview	<p>Located on Eyre Peninsula's Spencer Gulf in South Australia, Whyalla is one of the largest regional cities within South Australia and offers a relaxed lifestyle where the outback meets the sea. Whyalla is home to approximately 23,000 people and has a well-established industry and retail base.</p> <p>The area offers compelling benefits based on locational, lifestyle, Mediterranean climate, picturesque coastal shores and vivid scenery providing residents with small city charm. It is an attractive destination with good amenities, events and activities and a strong community spirit for families to call home.</p>
Organisational Overview	<p>Whyalla City Council manages and maintains Childcare services, Library, Airport, Resource Recovery Centre, Cemetery, Crematorium, Infrastructure, recreational facilities and the Visitor Information Centre.</p> <p>The Council area extends south of the City to Murninnie Beach and north of the Point Lowly shacks to the Department of Defence boundary fence, an area of 1032 km².</p>
Goal Vision Values Outcomes	<p>Together, we will meet our objectives by committing to our Goal, Vision, Values and Outcomes.</p> <p>Goal Unearth a bright future for Whyalla.</p> <p>Vision Whyalla will be a vibrant, attractive City offering our community a diverse range of sustainable economic, social, environmental and cultural opportunities.</p>

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	<p>Values</p> <ul style="list-style-type: none"> • Integrity • Accountability • Commitment to Community • Innovation • Safety • Transparency • Respect • Good governance • Fairness and Equity <p>Outcomes</p> <ul style="list-style-type: none"> • Confident, engaged and proud community • Integrated education and training opportunities • Attractive City • Diverse economy • Integrated health, disability and aged care services
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3. POSITION CONTEXT	
Accountability Statement	The Child Care Worker is accountable for providing efficient and effective support to the Child Care Centre function of Council. This role is responsible for providing a high quality safe environment for children aged 0-5yrs.
Key Role Responsibilities	<p>This role is responsible for providing efficient and effective child care support to the Child Care Centre:</p> <ul style="list-style-type: none"> • To assist in providing a safe, hygienic and caring environment for children aged 0-5yrs. • To collaborate with Trained workers in implementing programs and setting up play areas appropriately in each section. • Contribute to the effective and efficient operation of the Centre. • Ensure daily routines are maintained and flexible. • Accurately record children's developmental checklists. • Develop, implement and evaluate programs. • Be aware of Licensing regulations. • Be aware of mandatory reporting requirements. • Implement Centre policies. • Maintain high standard of quality care achieved through Assessment and Rating process.

4. REQUIRED BEHAVIOURS AND KEY REQUIREMENTS	
Required Values and Behaviours	<p>The commitment required of this position is in accordance with our Fair Treatment Principles and Expectations.</p> <p>Behavioural expectations that support our values include;</p> <ul style="list-style-type: none"> • Ensuring customer-focused, accountable and responsive service delivery to customers, adapting style and service delivery where required. • Ensuring productive relationships with stakeholders (internal and external) are maintained, including being empathetic, listening to, and understanding our customers and employees. • Actively contribute to the strategic objectives for the Organisation. • Striving towards achieving excellence, promoting and fostering a continuous improvement philosophy.

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	<ul style="list-style-type: none"> Ensuring any decisions or actions are in accordance with good governance, legislative requirements and any delegations/ authorities. Ensuring all activities undertaken for Council comply with the State Records Act 1997 including the consistent utilisation of the City of Whyalla Records Management System.
Workplace Health and Safety / Environment and Risk	<p>Workplace Health and Safety (WHS) / Environment and Risk responsibilities include;</p> <ul style="list-style-type: none"> Actively participate and promote Council's WHS program. Ensuring that health and safety risk to all people involved in or affected by Council work or projects are minimised by complying with the Work Health Safety Act and Regulations, Council's Risk Management and WHS management systems, including all Policies, Procedures and associated documentation. Actively reporting hazards and incidents and taking appropriate action to eliminate or minimize hazards within the workplace. Utilising any necessary safety devices and personal protective equipment in accordance with established procedures.
Human Resources	<p>Corporate responsibilities include;</p> <ul style="list-style-type: none"> Adhering to good Human Resource Management principles including but not limited to Council Employees Code of Conduct, Employee Behaviour, Values and Conduct Policy, Equal Employment Opportunity, Fair Treatment Processes, Staff Performances, Recruitment and Induction Processes. Complying with City of Whyalla Policies and Procedures. Contributing to a positive, co- operative and productive work environment and culture.

5. SELECTION CRITERIA

Essential Skills and Experience	<ul style="list-style-type: none"> Ability to work independently with minimal direction from supervisor Certificate III Children's Services Experience working with Children
Desirable Skills and Experience	<ul style="list-style-type: none"> First Aid Training Mandatory Reporting

6. OTHER CONDITIONS

Special Conditions	<ul style="list-style-type: none"> Out of Normal Business Hours work may be required from time to time. The successful applicant will be required to submit the following documentation: <ul style="list-style-type: none"> National Police Clearance Child Related Employment Screening Copies of Certified Qualifications Current South Australian Driver's Licence
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7. ACKNOWLEDGEMENT

The successful applicant will be required to sign the code of conduct, the Employee Behaviour, Values and Conduct Policy and submit to a pre-employment medical examination.

I have read and understand the requirements, responsibilities and accountabilities of the role as outlined in this Position Description, and agree that;

- This position description accurately reflects the duties and responsibilities of the position at the time of signing;
- Key Performance Indicators for this position will be developed in conjunction with the Manager and/or Director and will be reviewed regularly.

I understand that this position description may be further reviewed at a future date in consultation with each undersigned party.

Employee:

Name: _____

Signature: _____

Date: _____

Manager: Assistant Director
Child Care Centre

Name: _____

Signature: _____

Date: _____