

Position Description

Position Title:	Child Care Centre Educator
Responsible to:	Child Care Centre Coordinator
Directorate:	City Growth
Award/Classification:	South Australian Municipal Salaried Officers Award
Category of Employment:	Full-time / Part-Time / Casual

Objectives of the Position:

The Child Care Worker is responsible for efficient and effective support to the Child Care Centre function of Council, providing a high quality safe environment for children aged 0-5yrs.

Key Deliverable and Responsibilities:

Primary Purpose	Responsibilities
Child care	<ul style="list-style-type: none"> To assist in providing a safe, hygienic and caring environment for children. To collaborate with other 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 development. Develop, implement and evaluate programs. Be aware of Licensing regulations. Be aware of mandatory reporting requirements. Implement and follow Centre policies and procedures. Maintain high standard of quality care achieved through Assessment and Rating process.

The employee may be required to undertake other duties and functions from time to time as provided by Management within their level of skills, competence and classification.

Indicators and responsibilities to be reviewed on a regular basis and are subject to change.

Position Criteria:

Essential Criteria:

- Ability to work independently with minimal direction from supervisor
- Minimum of Certificate III in Children's Services
- Experience working with Children
- DCSI Child Related Employment Screen (or ability to attain)
- Mandatory Reporting – Responding to Abuse and Neglect Training (or ability to undertake)

Desirable Criteria:

- First Aid Training
- National Police Clearance



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Required Values and Behaviours:

The commitment required of this position is in accordance with our Fair Treatment Principles and Expectations. The employee will actively support and contribute, through their behaviours, to the Whyalla City Council's Values.

Behavioral expectations that support our values include but are not limited to:

- 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 of the Council.
- Striving towards achieving excellence, promoting and fostering a continuous improvement philosophy.
- Ensuring any decisions or actions are in accordance with good governance, legislative requirements and delegations / authorities.
- Compliance with all Workplace Health and Safety, Risk and Return to Work Management Systems and attending/participating in training and meetings.
- Maintain currency within professional field including ensuring that any applicable Legislative / Regulatory changes affecting the way in which work is undertaken is regularly researched and where necessary acted upon to ensure Council compliance.
- Ensuring all activities undertaken for Council comply with the State Records Act 1997 including the consistent utilisation of the City of Whyalla Records Management Systems.
- Compliance with all Council Policies, Procedures and documented practices.
- Maintaining licences and accreditation in line with expectations of the role.
- This position may have delegated financial responsibility pertaining to their functional area/s, where applicable the incumbent has a responsibility to ensure they are acting within their delegated authority.

Special Conditions:

The employee may be required to work outside of normal business hours in full consultation with the Coordinator and in order to perform the position.

Acknowledgement:

I have read and understood the requirements, responsibilities and accountabilities of the role as outlined in this Position Description. I understand that this position description may be further reviewed at a future date in consultation with each of the undersigned parties.

Employee Name:	Signature	Date: ____ / ____ / ____
Supervisor / Manager	Signature:	Date: ____ / ____ / ____

Child Care Centre Educator PD Development Date: V2Date: April 2021. Review Date:

