

POSITION DESCRIPTION

CHILDCARE WORKER (DIPLOMA) - CASUAL

POSITION NUMBER	CHS005
DIRECTORATE	Community and Culture
SECTION	Early Learning Services
REPORTS TO	Centre Coordinator
DIRECT REPORTS	Nil
GRADE	5
CONDITIONS OF EMPLOYMENT	Local Government (State) Award 2020
DATE PREPARED	July 2019
DATE LAST UPDATED	February 2022

1. PURPOSE OF THE POSITION

To provide a friendly, secure, and stimulating learning environment for all children attending the service, and to develop and implement programs that meet the developmental, cultural and additional needs of children in care.

To provide support and provide information to parents regarding the needs and developmental progress of their child(ren) and provide specialist information and advice regarding particular areas of concern as requested or required by parents

2. KEY ACCOUNTABILITIES

- 2.1 Be aware of licensing and other legislative requirements to ensure the Centre Coordinator is advised of all operational matters relevant to these requirements (including NSW Children's Services Regulations, QIAS requirements, WHS Act and Regulation, Privacy Act, child protection legislation, record keeping and food safety legislation).
- 2.2 Ensure the implementation of professional standards of care and compliance with the Code of Conduct and the policies and procedures of the centre by other staff through role modelling and on-the-job training.
- 2.3 Ability to support individual staff members and volunteers.
- 2.4 Ability to work as a member of a team and promote a cooperative teamwork approach.
- 2.5 Ability to prioritise work and meet deadlines.
- 2.6 Demonstrated ability and experience in planning appropriate activities in a range of curriculum areas.
- 2.7 Design, implement and evaluate appropriate programs for children in cooperation with other team members, ensuring that a range of activities and experiences are provided which meet the developmental, learning, cultural and additional needs, and interests of each child.
- 2.8 Monitor each child's progress by maintaining an individual profile and weekly written record of the program, ensuring that the child's individual records are used in the development of the program.

- 2.9 Interact and become involved with children and ensure their individual needs are met at all times.
- 2.10 Be actively involved with children as individuals and a group, assisting them to cope with daily routines and to develop their basic skills.
- 2.11 Ensure programs and all interactions between staff, volunteers and children recognise and incorporate a social justice approach.
- 2.12 Establish and implement plans for developing responsible behaviour.
- 2.13 Share responsibility for the safety and hygiene of children, staff, students, and volunteers within the Centre's environment including ensuring appropriate cleaning and food handling practices.
- 2.14 Be an active member of the team, ensuring a cooperative teamwork approach and promoting good communication between staff members.
- 2.15 Provide specialist support and on-the-job training and role-modelling to untrained and relief staff, volunteers, and students as appropriate or required.
- 2.16 Provide ongoing support and supervision to all staff, volunteers, and students, to ensure a high standard of care is provided.
- 2.17 Implement and promote inclusive policies and practices.
- 2.18 Ensure that staff are informed of hygiene, health and safety standards practices, policies and monitor the implementation of such standards in the day-to-day care of the children.
- 2.19 Adhere to guidelines, policies and regulatory requirements of Council, State and Federal Government.
- 2.20 Assist in the development, implementation and evaluation of relevant policies and procedures which relate to the Centre Philosophy and goals.
- 2.21 Assist in maintaining accurate records of fees, children's attendance, enrolments, and programs.
- 2.22 Collect and receipt fees and monies and maintain accurate records of monies collected.
- 2.23 Assist the Centre Coordinator and other staff with the selection of appropriate resources.
- 2.24 Co-operate and work in partnership with families, ensuring regular communication regarding the care and specific needs of their child/ren, and ensuring that families feel comfortable and motivated to become involved in the Centre.
- 2.25 Attend centre functions as required.
- 2.26 Convey information regarding the Centre and its policies accurately to families and members of the public.
Respond to telephone and face-to-face enquiries from the public, providing accurate information and appropriate referrals in a friendly and courteous manner, and promoting a positive image of the Centre at all times.

3. WORKPLACE HEALTH AND SAFETY

'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety.

4. MODEL CODE OF CONDUCT

Council's Model Code of Conduct sets out minimum standards of conduct that is expected of employees and which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support.



5. EQUAL EMPLOYMENT OPPORTUNITY

Georges River Council wants to build a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.

6. COUNCIL'S POLICIES, MANAGEMENT GUIDELINES AND PROCEDURES

Comply with all Council's Management Guidelines, Policies and Procedures

7. CUSTOMERS

- 7.1 Provide effective service to Council customers and the community
- 7.2 Provide effective service to internal customers
- 7.3 Present a positive image of Council

8. LIMITS OF AUTHORITY

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. Responsibilities are to be exercised in accordance with Council's Delegations of Functions.

9. SELECTION CRITERIA

Qualifications, Certificates & Licences

- 9.1 Diploma in Children's Services or equivalent.
- 9.2 Current First Aid, Anaphylaxis and Asthma Management Certificates.
- 9.3 Approved Working with Children Check Number (must be issued after 2013)

Essential

- 9.4 Previous experience working with children 0-5 years of age, preferably in a centre-based setting
- 9.5 Ability to work as a member of a team, and to provide role-modelling as appropriate.
- 9.6 Good oral communication skills and ability to relate well to children, parents, staff, volunteers, and the community.
- 9.7 Must be fully vaccinated (minimum 2 doses) with an approved COVID-19 vaccine and provide Council with evidence of vaccination, or an accepted certified medical contraindication. Council reserves the right to confirm the validity of contraindications in accordance with NSW Health guidelines, and to direct a Worker to undertake an independent medical examination in relation to the issuance of a medical contraindication certificate.

Desirable

- 9.8 Knowledge of NSW Children's Services Regulations, and QIAS.
- 9.9 Demonstrated report writing and documentation skills in maintaining developmental and daily program records.
- 9.10 Demonstrated ability to work with staff, volunteers, and families from diverse cultural backgrounds and with families with additional needs.
- 9.11 Demonstrated knowledge of child development and learning and experience in the application of that knowledge in the implementation and evaluation of Centre programmes.
- 9.12 Understanding and knowledge of and ability to refer appropriately to relevant children's services and agencies
- 9.13 Understanding of a philosophy and curriculum that promotes social justice.

