

POSITION DESCRIPTION

CHILDCARE ASSISTANT – CERTIFICATE III

POSITION NUMBER	5110
DIRECTORATE	Community and Culture
SECTION	Children Services
REPORTS TO	Coordinator, Carss Park
DIRECT REPORTS	None
GRADE	3
CONDITIONS OF EMPLOYMENT	Local Government (State) Award 2014
DATE PREPARED	30/08/2016
DATE LAST UPDATED	27/11/2017

1. PURPOSE OF THE POSITION

To provide a friendly, secure and stimulating learning environment for all children attending the Centre, and to assist in the planning and implementation of programmes which meet the developmental, cultural and special needs of children in care. To provide support to, and ensure regular communication with parents of children in care.

2. KEY ACCOUNTABILITIES

General Responsibilities

- 2.1 To assist in the planning, implementation and evaluation of the daily programme in consultation with other team members.
- 2.2 Implement the programme and daily routine in a flexible manner compatible with the needs of children in care, and at the direction of the team/Director.
- 2.3 To assist in the planning, implementation and evaluation of the daily programme in consultation with other team members.
- 2.4 Implement the programme and daily routine in a flexible manner compatible with the needs of children in care, and at the direction of the team/Director.
- 2.5 Assist in the provision and maintenance of information for children's developmental records.
- 2.6 Assist in planning, preparing material and setting up the play environment.
- 2.7 Interact and become involved with children and ensure their individual needs are met at all times.
- 2.8 Be actively involved with children as individuals and a group, assisting them to cope with daily routines and to develop their basic skills.
- 2.9 Implement plans for developing responsible behaviour and ensure all interactions between staff and children incorporate a social justice approach.

- 2.10 Share responsibility for the safety and hygiene of children, staff and students within the Centre's environment including ensuring appropriate cleaning and food handling practices.
- 2.11 Provide role-modelling and on-the-job training to other team members, and to students as required.
- 2.12 Be an active member of the teaching team, including attendance at staff meetings, ensuring a co-operative teamwork approach and promoting good communication between staff members.
- 2.13 Implement and promote inclusive policies and practices.
- 2.14 Co-operate and work collaboratively with families, ensuring regular communication regarding the care and specific needs of their children, and ensuring that families feel comfortable and motivated to become involved in the Centre.
- 2.15 Attend centre functions as required.
- 2.16 Convey information regarding the Centre and its policies accurately to families members of the public.
- 2.17 Respond to telephone and face-to-face enquiries from the general public, providing accurate information and appropriate referrals in a friendly and courteous manner, and promoting a positive image of the Centre at all times.
- 2.18 Be aware of licensing and other legislative requirements to ensure the Director 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).
- 2.19 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.

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

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| 7.1 | The General Community , Children and Families |
| 7.2 | Council Representatives and Employees |
| 7.3 | Early Childhood Education and Care Associated Professionals and/or Training Organisations |

8. LIMITS OF AUTHORITY

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| 8.1 | Exercise responsibilities in accordance with Council's Delegations of Functions. |
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9. SELECTION CRITERIA

Qualifications, Certificates & Licences

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| 9.1 | Certificate III in Children's Services. |
| 9.2 | Current First Aid Certificate, Anaphylaxis and Asthma Management Certificates. |
| 9.3 | Approved current Working with Children Check (must be issued after 2013). |

Essential

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| 9.4 | Sound oral and written communication skills in English. |
| 9.5 | NSW Department of Education and Communities approved Child Protection Training Certificate. |
| 9.6 | Ability to work as a member of a team, and to provide role-modelling as appropriate. |
| 9.7 | Good oral communication skills and ability to relate well to children, Families , staff, volunteers and the community. |
| 9.8 | Previous experience working as a Child Care Assistant preferably with children 0-5 years of age in a Child Care Centre. |

Desirable

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| 9.9 | Food Handling and Preparation Training or Certification. |
| 9.10 | Demonstrated experience working with groups of children aged 0-5years in a child care setting (or similar) or other training or work experience that has involved study and /or interactions with families and young children. |
| 9.11 | Demonstrated ability or willingness to work as a member of a multi-disciplinary team. |
| 9.12 | Demonstrated ability or willingness to develop partnerships with all stakeholders who are from diverse backgrounds (children, family members, co-workers, other Council employees, volunteers, students and community members) . |
| 9.13 | Demonstrated ability or willingness to prioritise and meet study and work commitments and/or deadlines. |
| 9.14 | Ability to speak a relevant community language e.g. Arabic, Cantonese, Mandarin, Greek. |
| 9.15 | Ability to prioritise work and meet deadlines. |
| 9.16 | Demonstrated ability and willingness to work with staff and families from diverse cultural backgrounds and children and families with special needs. |
| 9.17 | Broad knowledge of child development. |
| 9.18 | Demonstrated experience in assisting in the planning, implementation and evaluation of Centre programmes. |
| 9.19 | NSW Department of Education and Communities approved Child Protection Training Certificate. |

References

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| 9.20 | Children (Education and Care Services National Law Application) Bill 2010 - |
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10. Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to maintain a prolonged standing / walking posture throughout the day with repetitive and sustained kneeling, bending, crouching and trunk flexion.

The employee will regularly lift and carry children, play equipment and other objects up to 20 kilograms in weight using safe lifting techniques

Specific vision requirements for this job include close vision for reading and writing, plus peripheral vision and depth perception adequate for observing children.

EMPLOYEE ONLY

I have read and understand the content of this Position Description and undertake to meet the key accountabilities in an appropriate manner.

Employee Name: _____

Signature: _____

Date: _____

Staff Use Only

PP1 - Comprehensive pre-employment medical assessment excluding audio and lung function test